



Dress code Policy

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Version: 1.0

Purpose of Policy

The purpose of this policy is to set out the expectations surrounding Guide Dogs dress code.

Policy Statements

As a Guide Dogs employee or volunteer it's important to dress appropriately for your day, while recognising that you are representing the organisation. You are our brand ambassadors, as well as being individuals.

We want everyone who interacts with Guide Dogs to have a positive experience. In our life-changing work we all have a meaningful part to play, and we want to be considered as trusted, approachable experts in what we do. What we wear helps create this impression with our clients, donors, volunteers and each other, which is why we have a dress code.

What should I wear?

As an expert and a member of staff you will want to dress appropriately for your day based upon the activities you have planned and to demonstrate your professionalism. For example, it may be appropriate to dress smarter when meeting with external providers than occasions when you are working at your desk. You may choose to dress more casually for internal training or undertaking physical tasks but please remember to ensure your footwear is appropriate to your task. Employees who are provided with Guide Dogs clothing to carry out their role, in line with the clothing personas, must always wear this while carrying out these activities. Volunteers are encouraged to wear their Guide Dogs issued clothing whilst carrying out their volunteer role, though we understand this may not always be possible.

In all cases where safety clothing and equipment is provided, it should be worn and used as appropriate. This is an integral part of your responsibility under the

Health & Safety at Work Policy. It is part of this responsibility to highlight to your manager or key contact any defect in your safety clothing or equipment.

Everyone should feel comfortable to wear items of clothing which are worn for cultural and religious purposes, providing they do not breach any health and safety requirements.

What isn't appropriate to wear?

We consider it inappropriate for our staff to wear:

- ripped, dirty or torn clothing: if your Guide Dogs provided clothing is no longer suitable please speak to your manager or key contact
- overly informal or revealing for example, shorts and skirts should be at least mid-thigh length, no flip flops
- clothing which features heavy branding, or slogans which could be considered as offensive
- jewellery, clothing or shoes which could pose a H&S risk in your working environment

In the event that you leave Guide Dogs, or your Guide Dogs clothing is no longer appropriate, please return the items to your manager or key contact so they can be reused or recycled in line with our sustainability policy.

What if my clothing is considered inappropriate?

In the unlikely event that your clothing is considered inappropriate your manager will have a discussion with you to explain why it is considered inappropriate and to seek your thoughts in return. In some instances, you may be asked not to wear the item of clothing again.

Documentation

Clothing personas are available on the People & Performance intranet pages

Clothing intranet page is available on the People & Performance intranet page

Permissible exceptions

Exceptions by way of reasonable adjustments will of course be considered and authorised by the manager and HR Consultant. Otherwise any exceptions to this policy will be authorised by the Senior HR Consultant or Head of HR.

Version control table:

The table below contains two rows and four columns.

Date	Version	Status	Details of Change
August 2020	1.0	Approved	Policy creation

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