

Policy name:	Dress and Presentation Code
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1 Introduction

1.1 Mind Monmouthshire attaches the highest importance to ensuring that all its workers and volunteers project a professional and positive image to those we work with – people using our services, our partner organisations, our funders, and the general public.

1.2 We believe that how workers dress is of significant importance in many ways, including:-

- how workers are able to relate to and communicate with people using our services
- how workers relate to and communicate with our partner organisations
- how safe workers are at in the workplace and whilst working in the community
- how the organisation and workers as individuals are perceived by the wider community.

1.3 We hope that by clearly outlining a code of dress and general presentation for all our workers and volunteers, we will address these points.

1.4 Whilst recognising the possible diversity of cultures, religions and disabilities of Mind Monmouthshire staff, and the different dress codes that might arise from these, priority is given in this policy to those issues which promote health, safety and security. If you wear particular clothing or jewellery for reasons of faith or to accommodate a disability, Mind Monmouthshire will not discriminate against you as long as both health and safety requirements are not at risk, and that communication is not impeded.

2 Please remember

2.1 Please remember that if your personal beliefs or needs are in some way compromised by this code, you should discuss this immediately with your line manager with the intention of finding a solution to the issue.

3 The objectives of the policy are:-

1. To promote a professional image of the organisation and the individual worker or volunteer.
2. To ensure workers and volunteers are appropriately dressed for their work commitments.
3. To recognise the health and safety responsibilities of the organisation for its workers, and to ensure that these are met.

4 What Mind Monmouthshire expects of you

1. Clothing and footwear should be suitable for the activity the worker is expecting to take part in during their working day (i.e. casual trousers and boots for walking, formal dress for a meeting with funders, a one-piece swimming costume or ample swimming trunks during a swim with service users.)
2. Clothing should not carry inappropriate (i.e. cigarette, alcohol, political allegiance: check if unsure) advertising or other slogans.
3. Workers should be aware of that dark glasses will inhibit communication – please don't wear them when talking to people using our services or to partner organisations.
4. Clothing that covers the face will inhibit communication so is inappropriate for work.
5. Visible tattoos illustrating sexual, political, or religious statements or otherwise judged distasteful by the line manager must be covered up.
6. Facial tattoos or other tattoos that can't be covered up (i.e. backs of hands and fingers) may be unacceptable to Mind Monmouthshire. Management will consider each case of this kind individually
7. Managers and workers must be aware of risks to staff of wearing jewellery, scarves or neckties: the danger of these being used to harm the worker is a real if remote possibility, as is that of trailing scarves caught in printers or photocopiers.
8. Managers and workers must be aware of risks to staff of piercing and body jewellery which can be used to harm the worker, and can inhibit communication.
9. Any personal protective equipment issued to workers (i.e. aprons, protective oven gloves), must be used by workers as directed by management.
10. It is a management responsibility to coach and mentor workers about the risks from jewellery, scarves, neck ties, piercing and body jewellery, and ensure they have pointed out and recorded the conversation with each worker on the risks.

5 Responsibilities:-

1. It is the responsibility of all workers and volunteers to follow this policy.
2. It is the responsibility of all managers to ensure that this policy is implemented.
3. Failure to meet your responsibilities could lead to disciplinary action.