



DRESS POLICY

The Company wishes to portray a professional business image to its clients, customers, suppliers and other business contacts at all times. As a result, it operates minimum standards of dress and appearance, which require employees to dress in a manner that is suitable and appropriate to the Company's business both within the workplace and when representing the Company.

This policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and employees must therefore use common sense in adhering to the principles underlying the policy.

Dress and appearance

Employees are required to wear a uniform must ensure that they do so whilst at work, whether working on the Company's premises or elsewhere on Company business. Uniforms must be neat and clean and worn in a presentable fashion. Uniforms supplied must not be altered in any way without the Company's prior permission.

If you are required to wear a name badge or ID card, this should be worn at all times whilst you are at work and must not be worn elsewhere.

Where the employer has not supplied uniform all employees are required to be neat, clean, well-groomed and presentable whilst at work, whether working on the Company's premises or elsewhere on Company business.

Employees are strongly advised to remove staff uniforms before going out socialising.

Employees who are required to wear protective clothing and equipment

Employees who occupy roles that require protective clothing or personal protective equipment under the Personal Protective Equipment at Work Regulations 1992 (as amended), such as hard hats, gloves and masks, are required to wear this clothing whilst at work, whether working on the Company's premises or elsewhere on Company business, whenever required by law or by Company rules. Any personal protective equipment will be supplied and maintained by the Company and it remains the property of the Company. Employees must therefore take care of the personal protective equipment and return it in good condition on the termination of employment. In the event that you fail to return your personal protective equipment in good condition or at all on termination of employment, or you lose or damage your personal protective equipment during employment, the replacement cost of your personal protective equipment may be deducted from your final salary payment, or from your next salary payment. This deduction provision forms part of your contract of employment.]

If your job brings you into contact with machinery or involves working with food or with children or vulnerable adults, for health and safety and/or hygiene reasons your hair must be kept short or tied back at all times (and covered if working with food) and you must not wear jewellery other than a wedding ring.

Finally, the Company accepts that members of certain ethnic or religious groups are subject to strict religious or cultural requirements, or may have particular religious or cultural preferences, in terms of their clothing and appearance. The Company recognises the diversity of religions and cultures of its employees and will take a sensitive approach when this affects dress and uniform requirements. Subject to necessary health and safety, hygiene and security requirements and other similar considerations, the Company will not insist on dress rules which run counter to the cultural norms or the religious or cultural preferences of such employees. If you are uncertain



whether a particular item of clothing is acceptable or not, please speak to *The centre manager or director*.

Personal hygiene

In addition to the minimum standards of dress and appearance set out above, all employees are required to take all reasonable steps to maintain acceptable levels of personal hygiene. This includes ensuring that you do not have body odour, dirty or stale-smelling clothing, dirty hair or bad breath whilst at work, whether working on the Company's premises or elsewhere on Company business. Poor personal hygiene can result in an unacceptable working environment for other employees, given the close proximity in which you have to work, and it can create a negative image of the Company when dealing with clients, customers, contractors or suppliers.

You must also refrain from wearing excessively strong smelling aftershaves or perfumes as these can be equally unacceptable to third parties.

The Company accepts that, occasionally, a problem of body odour or bad breath may be as a result of a health or medical issue and may not always be due to a lack of personal hygiene. In this case, you should seek medical advice from your doctor and follow that advice.

Policy compliance

If you fail to comply with the above rules, this will be dealt with in accordance with the Company's disciplinary procedure. In addition, depending on the circumstances of the case, you may be required to go home and change your clothing or bathe. If this happens, you have no right to be paid for the period of your absence from work.