DRESS CODE

Created: September 2026

Contents

1. Purpose 3
2. Ownership 3
3. Statement of policy 3
4. Principles of policy 3
5. Procedure 3
6. Responsibilities 4
7. Risk Assessment 4
8. Premises 4
9. Reports 4
10. Policy Development 4
11. Review 4

1. Purpose

This policy is to be accepted and observed by all members, staff and volunteers within Four Pillars. Breaches of the policy may be regarded as gross misconduct.

2. Ownership

This is the Dress Code Policy of Four Pillars. The ownership of this policy is to that of the Four Pillars board of trustees, who discharges its implementation to the management of Four Pillars. The management may discharge duties to a nominated member of staff or volunteer.

3. Statement of policy

Our policy is to provide guidance on appropriate attire at work to employees, volunteers and service users. We also accept responsibility for all other people who may be affected by our activities.

4. Principles of policy

4.1 All employees are required to be neat and tidy in appearance. Whenever there is any possibility that they will have direct contact with customers they must look smart and well groomed.

5. Procedure

5.1 On recruitment and again on subsequent changes of job, Four Pillars will outline the standards of dress which apply to staff as follows.

5.1.1 Casual clothing is acceptable, but it must be in good repair and well-pressed and appropriate to the work which is undertaken.

5.1.1.1 It must not consist of trackies, hoodies, and/or inappropriate foot wear for the role

5.1.2 Hair must be kept clean and tidy.

5.1.3 Staff who operate machinery must keep their hair short or secure it in such a way that it does not pose a safety hazard.

5.2 **Jewellery/badges, etc:** the organisation reserves the right to insist that employees do not wear jewellery which it believes may cause offence to customers or other members of staff or that poses a risk to health and safety of the member of staff, other members of staff or customers. In particular, it should be noted that political symbols will not be tolerated.

5.3 The requirements of particular faiths to wear specific types of clothing or to dress modestly will be respected so long as the item of clothing does not pose a hazard to the health and safety of employees or contravenes any reasonable and legitimate requirements of the organisation.

5.3.1 Reasonably accommodations to roles and accountabilities will be considered

5.4 Should any employees have difficulties in maintaining these standards they should discuss the matter with their immediate superior (or the HR department if they prefer) in the first instance.

5.5 Employees who do not comply with these standards may be subject to Four Pillars' normal disciplinary procedure.

5.6 In serious cases, where an employee's appearance is, in Four Pillars' view, unacceptable, they will be required to return home to change.

5.7 Employees have the right to lodge an appeal against a decision on the acceptability of their appearance, using the organisation's normal grievance procedure.

5.7.1 Where an appeal is successful and the employee has had to return home to change, any expenses necessarily incurred will be reimbursed.

6. Responsibilities

Overall and final responsibility for Dress Code Policy is shared collectively by the trustees.

The trustees delegate the responsibility of following this policy to the management team.

The management will:

- Arrange for the implementation of this policy in consultation with staff and volunteers
- Arrange for the adequate instruction and training of staff and volunteers in all matters related to this policy
- Arrange for the contents of this policy to be known to all staff and volunteers

The staff and volunteers of Four Pillars have a duty to:

- Follow this policy
- Co-operate with the management to ensure that the requirements of relevant statutory provisions are complied with
- Report potential or actual hazards as soon as possible

7. Risk Assessment

The trustees will ensure that all risk assessments are undertaken for any part of the charity's activities to which they are applicable, copies of these risk assessments are available upon written request.

8. Premises

The management team will ensure that all premises used by Four Pillars whether owned, leased or rented are:

- Health and safety compliant
- A full risk assessment has been completed
- Insurances are in place and displayed
- Fences are erect and secure at all times, if applicable
- Gates are manned at all times, if applicable
- Any potential danger is reported to the management

9. Reports

The delegated manager/person in charge at each event shall be responsible for making any necessary reports relating to this policy or ensuring that others make such reports.

10. Policy Development

The trustees shall endeavour to progressively develop the charity's policy on Dress Code Policy in response to risks and hazards identified. Specific procedures and policies so developed shall be appended to this document and form part of the charity's statement on appropriate attire at work.

11. Review

The effectiveness of this policy will be reviewed annually by a member of the Four Pillars board of trustees. If appropriate, action will be taken as necessary to update this policy to ensure effective delivery on the objectives laid out at the start of this document.