

# Policy:

## HR 024: Dress Code, Uniform and Appearance

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### Summary of policy

The Trust is committed to ensure the health, safety and wellbeing of its staff. The individual's standard of dress and appearance is important to the professional standing of the individual department / Trust and it is the intention to maintain that within the framework of this policy.

This policy (version 4) has been totally redrafted in accordance with best practice from other NHS organisations. Please also refer to the Amendment Log on page 3 regarding amendments made to Section 13 following EDG 06-06-19.

<b>Target audience</b>	All staff
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<b>Keywords</b>	dress, uniform, appearance, badges, clinical, non-clinical, cultural beliefs, religion, bare below elbow
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### Storage

This is Version 4 and is stored and available through the SHSC Intranet/Internet. This version supersedes the previous Version issued October 2016. Any copies of the previous policy held separately should be destroyed and replaced with this version.

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## Version Control and Amendment Log

Version No.	Type of Change	Issue Date	Description of change(s)
1	New draft policy created, consulted on and issued		New policy.
2	Reviewed, consulted on, approved, ratified and issued	March 2009	Amended as per consultation.
3	Reviewed, consulted on, approved, ratified and issued	October 2016	Amended as per consultation.
4	Reviewed, consulted on, re-written, approved, ratified and issued	TBC	Policy reviewed prior to review date deadline [31-08-2019]  The previous version of this policy has been completely re-drafted following best practice from other NHS organisations.
	Amended post EDG 06-06-19		Added to section 13 (page 13) <ul style="list-style-type: none"> <li>• COSHH</li> <li>• Infection, Prevention and Control</li> <li>• Health and Social Care Act 2008: Code of Practice</li> </ul>

## **1. Introduction**

The Trust is committed to ensure the health, safety and wellbeing of its staff. The individual's standard of dress and appearance is important to the professional standing of the individual department / Trust and it is the intention to maintain that within the framework of this policy. The policy is intended to cultivate a positive image of staff, as part of the professionalism and high standards of behaviour and appearance that would reasonably be expected by patients, service users, colleagues and the wider public. It is hoped that the policy will help staff to feel positive about their appearance and proud of their personal and professional image.

## **2. Scope**

The policy applies to:-  
employees of the Trust, including those who do not wear a specified uniform and also to bank staff, volunteers, students and contractors.

## **3. Purpose**

This policy sets out the expectations of the Trust in relation to corporate dress code and the wearing of Trust uniforms. The Trust recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects uniform and dress requirements. However, priority will be given to health and safety, security, infection control requirements and the need for verbal and non-verbal communication.

The dress code, whether for uniformed or non-uniformed staff, must support and promote the following principles:

- Health, safety and wellbeing of patients and service users
- Health, safety and wellbeing of staff
- Public confidence and professional image
- To reduce the risk of cross infection
- Professional accountability as defined by professional bodies
- To ensure a consistent approach is taken across the Trust to create a corporate image
- To avoid offence to people of different cultures or beliefs
- To ensure effective communication

## **4. Definitions**

As described throughout the policy.

## **5. Detail of the policy**

The broad overview of this policy is as described in the introduction.

## **6. Duties**

## **6.1 Director of Human Resources**

The Director of Human Resources is responsible for ensuring that managers are supported in the implementation of the policy and that it is reviewed and monitored regularly.

## **6.2 Managers**

Managers are responsible for ensuring their staff wear the correct uniform and comply with this policy. Managers must ensure this policy and the principles of this policy are discussed at local induction for new starters.

Managers are responsible for ensuring this policy is disseminated to their staff. This policy addresses common issues in relation to dress code but is not possible to detail every eventuality. It is expected that managers will apply common sense in applying the guidelines attached to this policy, depending on the specific circumstances.

Managers must counsel individuals in the first instance where the policy is not upheld following advice from a HR Representative. This should also be recorded.

## **6.3 Employees**

Employees are responsible for their general presentation, appearance and personal hygiene and for dressing in accordance with this policy.

Employees should always be mindful of how they are perceived by others and dress appropriately when at work.

Staff are responsible for cooperating with the development and implementation of Trust policies as part of their normal duties and responsibilities. Persistent failure to adhere to this policy will result in disciplinary action.

## **6.4 Human Resources**

The Human Resources team has a responsibility to monitor the implementation of the policy and to ensure that procedures are managed fairly and consistently across the Trust. Human Resources will provide guidance and support to line managers on the operation of this policy at all stages.

## **6.5 Health and Safety Staff**

Health and Safety Staff have a responsibility to provide advice and support to managers, particularly with regard to the wearing of protective or high visibility clothing and equipment. They shall also provide advice and support to managers regarding the health and safety implications of any adjustments made to the requirements of this policy arising from issues of disability, or conflict with an individual's religious or cultural beliefs.

## **6.6 Infection Control Nurses**

Infection Control Nurses have a responsibility to provide advice and support to managers and employees with regard to the infection control requirements in relation to this policy.

## **7. Procedure**

### **7.1 Identification Badges**

Trust identification badges must be worn and visible at all times when on duty or acting in an official capacity representing the Trust. However, badges should not be visible in public places. This is both for security and identity purposes. Badges should be up to date with regards to job title and photograph. It is recommended that badges should be worn on appropriate lanyards in order to prevent injury to the wearer and patients / service users during moving and handling procedures. Lanyards worn with identification badges must be Organisation lanyards only.

ID Badges must be returned to the issuer when a member of staff leaves the Trust. Lost or stolen badges must be reported to the Line Manager immediately and an incident form completed.

### **7.2 Uniformed Staff Clinical**

This policy is designed to give guidance for clinical staff who wear Trust uniform whilst undertaking their duties. Uniforms are intended as a means of identification to patients / service users and staff, to offer health and safety to the staff wearing them and to minimise risk to patients / service users and staff through infection and / or injury. Please refer to **appendix 1** for guidelines.

### **7.3 Non-Uniformed Staff Clinical**

Staff who are not required to wear a uniform but who regularly work with patients / service users in a clinical area are expected to maintain a professional appearance and adhere to the principles of the dress code where applicable at all times. Please refer to **appendix 2** for guidelines.

### **7.4 Uniformed Staff Non-Clinical**

This policy is designed to give guidance for non-clinical staff who wear Trust uniform whilst undertaking their duties. Please refer to **appendix 3** for guidelines.

### **7.5 Non-Uniformed Staff Non-Clinical**

Staff who do not wear a uniform in the course of their work must present themselves as tidy and professional in appearance, and it should be remembered that what is worn outside of work is not necessarily appropriate for the workplace. Please refer to **appendix 4** for guidance.

## **7.6 Core standards**

This Policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance. Staff must use common sense in adhering to the principles underpinning the policy.

Employees are individually responsible for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others.

This means that staff should wear clothing which:

- Is appropriate to their role
- Is not likely to be viewed as offensive, revealing or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Is absent of any political or otherwise contentious slogans
- Is not considered to be discriminatory and is culturally sensitive
- Does not place themselves or others at risk

All staff should look clean, tidy and well groomed. Clothes and uniform are to be free from obvious dirt and stains.

### **Unacceptable Clothing**

In line with the above principles the Dress Code & Uniform Policy, the following items of clothing may not be appropriate:

- Mini skirts
- Lycra cycling shorts or leggings
- Leisure shorts
- Low waistband trousers showing the abdomen / lower back or allowing underwear to be visible
- Camouflage clothing
- Transparent or 'see through' blouses, dresses or shirts
- Tracksuits
- Clothing with tears, holes and rips
- Low-cut T-shirts or blouses
- Strapless or revealing tops
- Spaghetti / shoestring strapped tops
- Cropped tops, showing the abdomen / lower back
- Badges or emblems which may cause offence
- Items of clothing bearing logos, slogans or graphics which could cause offence
- Baseball caps
- Wearing of ties (except clip-on) in a clinical area
- Ripped Jeans

### **Infection Control**

In settings that involve close or direct contact with clients, contamination of clothing can occur. This may be gross contamination with body fluids, or invisible contamination with

micro-organisms. Because of this the following advice must be adhered to:

- Uniforms should be changed out of at the end of every shift, where changing facilities exist.
- Jewellery should be confined to a plain wedding band.
- Hair below collar length should be tied up.
- Nails must be short and kept clean
- False and gel nails must be avoided as they harbour large numbers of micro-organisms
- Long sleeved items must not be worn when giving direct patient care – **i.e. bare below the elbow**
- Clean uniforms must be worn for every shift
- Uniforms should be washed at a minimum temperature of 60 degrees
- Uniforms must be stored carefully to prevent contamination
- Dry cleaning is not an effective method of decontamination.
- Where there is a risk of contamination to your uniform, wear a plastic apron, worn correctly and tied at the back.

### **7.7 Uniform – Starting employment**

Only uniforms approved by the Trust may be worn. Staff should wear the correct uniform at all times; no additions or variations are allowed.

The number of uniforms issued will be according to contracted hours / shifts. The amount and allocation of uniforms is governed by corporate and local guidelines which may be subject to change. Religious requirements relating to uniform should be discussed with the Head of Nursing for the area. Advice from HR may also be sought.

### **7.8 Uniform – During Employment**

Staff must be aware that a uniform indicates their status as a Trust employee, and behave accordingly.

Replacement uniforms will only be issued on production of the uniform to be replaced and a requisition signed by the line manager. Damaged uniforms should be repaired where possible before replacement.

The Trust will replace any items of uniform damaged during the course of normal wear, but financial responsibility for the replacement of items damaged through inappropriate cleaning / laundering or neglect, will be the responsibility of the wearer.

### **7.9 Uniform – Leaving Employment**

On leaving employment, staff are responsible for returning all garments to their manager. Failure to do so will result in a deduction being made from the final salary payment.

### **7.10 Special Circumstances – Maternity**

Staff who are pregnant and wear a uniform will be issued with maternity uniforms.



## **Heat wave**

In the event of a heat wave, concessions will be given to adjustments in uniforms and dress code following formal notification from the Trust.

## **Charity Events**

The Trust acknowledges that staff may wish to support charitable events, however, it is the responsibility of department managers to decide the appropriateness of their department supporting 'temporary' events e.g. Comic Relief, Children in Need etc.

## **7.11 Cultural Beliefs and Uniform**

The Trust is sensitive to the needs of staff with particular religious or cultural beliefs which may conflict with the standard Trust uniform. Concerns may be discussed with the line manager who will consider the requirements of the Equality Act 2010 as well as organisational issues, infection control, health and safety and other clinical issues including communication.

The population we serve is multi-cultural and it is therefore necessary that staff dress in a manner that respects varying traditions and cultures. See **appendix 5** for more information.

## **7.12 Compliance with Standards**

It is recognised that issues relating to clothing, personal hygiene and personal presentation may be sensitive. In the extremely rare cases where agreement is not possible and in cases of abuse of the code, a manager may make a reasonable request for an independent person or senior manager to intervene in helping to make a decision regarding the uniform and dress code. As a last resort and after all measures have been taken, if the situation cannot be resolved by other means, this may be dealt with in accordance with the Trusts disciplinary procedure.

## **8. Development, consultation and approval**

The following individuals were involved in developing and approving this policy –

### VERSION 4

- Director of Human Resources, 2018 to May 2019
- Consultation with Staff Side - verified by the Joint Policy Group on 7<sup>th</sup> May 2019 and noted at the Joint Consultative Forum [5<sup>th</sup> June 2019].
- Policy Governance Group and Executive Directors' Group to approve the policy in May 2019.
- The Equality Impact Assessment will be undertaken and stored separately in conjunction with Corporate Governance and the Head of Equality and Inclusion.

The previous version of this policy has been completely re-drafted following best practice from other NHS organisations.

The policy review date is 30<sup>th</sup> June 2023.

## **8.1. Equality and Diversity**

The Trust is committed to an environment that promotes equality and embraces diversity in its performance as an employer and service provider. It will adhere to legal and performance requirements and will mainstream equality and diversity principles through its policies, procedures and processes. This policy should be implemented with due regard to this commitment.

To ensure that the implementation of this policy does not have an adverse impact in response to the requirements of the Equality Act 2010 this policy has been screened for relevance during the policy development process and a full impact assessment conducted where necessary prior to consultation. The Trust will take action when necessary to address any unexpected or unwarranted disparities and monitor workforce and employment practices to ensure that this policy is fairly implemented.

This policy and procedure can be made available in alternative formats on request including large print, braille, moon, audio cassette, and different languages. To arrange this please contact the Equality & Diversity Team in the first instance.

Sheffield Health & Social Care will endeavour to make reasonable adjustments to accommodate any employee with particular equality and diversity requirements in implementing this policy and procedure. This may include accessibility of meeting venues, providing translation, arranging an interpreter to attend meetings, extending policy timeframes to enable translation to be undertaken, or assistance with formulating any written statements.

## **8.2. Management and Review of Policy**

The Human Resources Team will be responsible for the management of this policy, on behalf of the Joint Consultative Forum / Joint Policy Group / Workforce & OD Committee. The formal review of all HR Policies will be undertaken in accordance with the Trust's HR Policy Review Programme. In addition, the effectiveness of this policy will be monitored by the HR Team and the policy may be reviewed and amended at any time if is deemed necessary. Notification of any changes to policies will be communicated to all staff.

Staff should be aware that the Trust intranet site version of this document is the only version that is maintained and controlled. Any printed copies should be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

## 9. Audit, monitoring and review

Monitoring Compliance Template						
Minimum Requirement	Process for Monitoring	Responsible Individual/group/committee	Frequency of Monitoring	Review of Results process (e.g. who does this?)	Responsible Individual/group/committee for action plan development	Responsible Individual/group/committee for action plan monitoring and implementation
Policy	Review	Author  Director of Human Resources	Every 4 years	Author  Director of Human Resources	HR Senior Management Team Joint Consultative Forum	HR Senior Management Team Joint Consultative Forum
	Audit		As necessary		Audit Committee	Audit Committee

VERSION 4 - The policy review date is 30<sup>th</sup> June 2023.

## 10. Implementation plan

Action / Task	Responsible Person	Deadline	Progress update
Upload new policy onto intranet and internet and remove and archive the old policy, version 1.	Corporate Governance to arrange this via the Communications Team	31/08/2019	TBC
All staff communication in Connect.			

## 11. Dissemination, storage and archiving (version control)

Version	Date on website (intranet and internet)	Date of entry in Connect (all staff communication)	Any other promotion/ dissemination (include dates)
1	March 2006	N/A	
2	March 2009	N/A	
3	October 2016	N/A	
4	TBC	TBC	
5			

This is Version 4 and is stored and available through the SHSC Intranet/Internet.

This version supersedes the previous Version 3 issued October 2016.

Any copies of the previous policy held separately should be destroyed and replaced with this version.

All versions of HR policies are stored on the HR Shared Drive by the policy author and the PA to the Director of Human Resources.

Word copies of final versions of policies can be obtained from Policy Governance via the PA to the Director of Human Resources.

## 12. Training and other resource implications

This policy will be covered under the Corporate Induction programme to be rolled out across the Trust.

## 13. Links to other policies, standards, references, legislation (associated documents) and national guidance

### Relevant Legislation

Health and Safety at Work Act 1974  
Manual Handling Operations Regulations 1992  
Workplace (Health and Safety and Welfare) Regulations 1992  
Equality Act 2010  
COSHH – Control of Substances Hazardous to Health Regulations 2002  
Health and Social Care Act 2008 (2015): Code of Practice on the Prevention and Control of Infections

### Associated Policies and Guidance Documents

Infection Control  
Health and Safety Guidance  
Standards of Business Conduct

## 14. Contact details

<b>Job Title</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Director of Human Resources	Dean Wilson	0114 22 63960	<a href="mailto:dean.wilson@shsc.nhs.uk">dean.wilson@shsc.nhs.uk</a>
HR Adviser	Melva Robinson	0114 27 18756	<a href="mailto:melva.robinson@shsc.nhs.uk">melva.robinson@shsc.nhs.uk</a>
Infection Control	Katie Grayson	0114 27 18621	<a href="mailto:katie.grayson@shsc.nhs.uk">katie.grayson@shsc.nhs.uk</a>

## Appendix 1

### Clinical Uniformed Guidance

Subject	Clinical Uniformed	Reason
Footwear	Dark in colour. Flat or low-heeled to prevent slips and falls (non-cloth/suede) and covered both at heel and toe. Shoes should be able to be thoroughly cleaned.	Closed toe shoes offer protection against spills.
Tights, Stockings and Socks	Black/dark or natural tights or stockings if worn with skirts or dresses. Socks worn with trousers.	Professional image.
Dress length	Not mini or micro	Professional image
Trousers	No cropped trousers as part of uniform.	Professional image
Jewellery	Wedding band may be worn. Rings with stones should not be worn, as these can scratch patients. Bracelets should not be worn. Necklaces should be removed. One pair of plain small stud earrings may be worn.	Health & Safety / Infection Control.
Watches	Wristwatches should be removed when undertaking clinical duties. Fob-watches may be worn	Hand/wrist jewellery can harbour micro-organisms and can reduce compliance with hand hygiene.
Belts & Buckles	Traditional nurse's belts and buckles can restrict movement and cause injury to patients. The Trust does not provide these as part of the standard uniform.	Patient safety.
Undergarments	Staff should ensure that their undergarments are not visible.	Professional image.
Hair	Below collar length should be tied or pinned up whilst on duty.	Health & Safety, infection control, non-interference in clinical procedures.
Facial Hair	Beards and moustaches should be kept clean and tidy.	Non-interference with clinical procedures. Infection control.
Perfume, aftershave	Perfume/aftershave can be nauseating for some patients so should be subtle.	Patient care
Personal Hygiene	All staff must maintain a high standard of personal hygiene.	Patient Care, Professional image
Make up	To be discreet and appropriate.	To maintain a professional image.

Hands and Nail Varnish	Long and/or varnished fingernails or false nails or nail extensions are not permitted. Hands and nails should be clean at all times.	Long and or varnished fingernails/false nails harbour micro-organisms and can reduce compliance with hand hygiene.
Body Art	Tattoos of an obscene or offensive nature must be fully covered.	To maintain a professional image and to safeguard the rights of others.
Facial/Body Piercing	Visible facial & body piercings are not acceptable and should not be worn.	Health & Safety and to maintain a professional image.
Cardigans/ Fleeeces/ Sweatshirts	Trust issued cardigans / fleeces / sweatshirts may be worn but must be removed if undertaking direct patient care.	Infection control & to maintain a professional image.
Badges	Excluding identification badges, no other badges may be worn. ID badges must be removed or secured when undertaking clinical procedures or moving patients.	Patient safety, professional image.
Cuts and abrasions	Cuts and abrasions must be covered by appropriate coloured waterproof dressings.	Infection control.

This list is not exhaustive. Clothing must be appropriate for the job role carried out and the environment. If staff are unsure of their responsibilities in this area, they must consult with their manager.

## Appendix 2

### Clinical Non-Uniformed Guidance

Subject	Clinical Non Uniformed	Reason
Footwear	Flat or low heeled to prevent slips and falls (non-cloth/suede) and covered both at heel and toe. Shoes should be able to be thoroughly cleaned.	Closed toe shoes offer protection against spills.
Dresses/Skirts	No Mini or micro skirts	Professional image
Tops/blouses	Not see-through, not low cut at the front or back, no vest style or strap tops. No bare midriiffs. Sleeves should be able to be secured above the elbow for clinical staff.	Professional image
Shirts	Male staff working in patient or public areas who do not wear a uniform must wear a shirt.	Professional image
Trousers	Tailored or smart trousers.	Professional image
Jewellery	Wedding band may be worn. Health & Safety recommends rings with stones should not be worn, as these can scratch patients. Bracelets should not be worn. Necklaces must be removed, secured or controlled during patient contact.	Health & Safety / Infection Control
Watches	Wristwatches should be removed when undertaking clinical duties. Fob-watches may be worn	Hand/wrist jewellery can harbour micro-organisms and can reduce compliance with hand hygiene.
Belts & Buckles	Belts which are worn to serve either a practical or fashion purpose must have a small buckle which will not cause injury to the patient or wearer.	Patient safety.
Undergarments	Staff should ensure that their undergarments are not visible.	Professional image
Hair	Below collar length should be tied or pinned up whilst on duty.	Health & Safety, infection control, non-interference in clinical procedures, to maintain a professional image.
Facial Hair	Beards and moustaches should be kept clean & tidy.	Non-interference with clinical procedures.
Perfume, aftershave	Perfume/aftershave can be nauseating for some patients so should be subtle.	Patient care



Personal Hygiene	All staff must maintain a high standard of personal hygiene.	Professional image
Make up	To be discreet	To maintain a professional image.
Hands and Nail Varnish	Long and/or varnished fingernails or false nails or nail extensions are not permitted. Hands and nails should be clean at all times.	Long and or varnished fingernails/false nails harbour micro-organisms and can reduce compliance with hand hygiene.
Body Art	Tattoos of an obscene or offensive nature must be fully covered.	To maintain a professional image and to safeguard the rights of others.
Facial/Body Piercing	Visible facial & body piercings are not acceptable and must not be worn.	Health & Safety and to maintain a professional image.
Badges	Excluding identification badges, no other badges may be worn. ID badges must be removed or secured when undertaking clinical procedures or moving patients.	Patient safety, professional image.
Cuts and abrasions	Cuts and abrasions must be covered by appropriate coloured waterproof dressings.	Infection control.

This list is not exhaustive. Clothing must be appropriate for job role carried out and the environment. If staff are unsure of their responsibilities in this area, they must consult with their manager.

## Appendix 3

### Non Clinical Uniformed Guidance

Subject	Clinical Non Uniformed	Reason
Footwear	Flat or low heeled to prevent slips and falls (non-cloth/suede) and covered both at heel and toe. Shoes should be able to be thoroughly cleaned.	Health and Safety.
Tights, Stockings and socks	Neutral, black or subtle-coloured tights or stockings.	Professional image
Dresses/Skirts	No Mini or micro skirts	Professional image
Tops/blouses	If not Trust issued, not see through, not low cut, no vest style or strap tops. No bare midriffs	Professional image
Shirts/ties	Trust issued only.	Professional image
Trousers	Tailored or smart trousers or Trust issued only if applicable.	Professional image
Belts & Buckles	Belts which are worn to serve a practical purpose must have a small buckle keeping in tone with the Trust uniform.	Professional image
Undergarments	Staff should ensure that their undergarments are not visible.	Professional image
Hair	For patient facing staff off the collar in length, unless tied (or pinned up) whilst on duty	Health & Safety
Facial Hair	Beards and moustaches must be kept clean and tidy.	Professional image.
Perfume & aftershave	Perfume/aftershave can be nauseating for some patients so should be subtle.	Patient care
Personal Hygiene	All staff must maintain a high standard of personal hygiene.	Professional image
Make up	To be discreet	Professional image
Hands and Nail Varnish	Hands and Nails should be clean at all times. When varnish or false nails or extensions are used, they should be kept in good condition.	Professional image
Body Art	Tattoos of an obscene or offensive nature must be fully covered.	Professional image
Facial/Body Piercing	Visible facial & body piercings are not acceptable and must not be worn.	Health & Safety for patient facing staff, professional image.
Cardigans/ Fleecees/ Sweatshirts	Trust issued only or tailored / smart	Professional image

Badges	Excluding identification badges, no other badges may be worn. ID badges must be removed or secured when undertaking clinical procedures or moving patients.	Professional image
Cuts and abrasions	Cuts and abrasions must be covered by appropriate coloured waterproof dressings.	Infection control

This list is not exhaustive. Clothing must be appropriate for job role carried out and the environment. If staff are unsure of their responsibilities in this area, they must consult with their manager.

## Appendix 4

### Non Clinical Non Uniformed

Subject	Non Clinical Non Uniformed	Reason
Dresses/Skirts	No Mini or micro skirts.	Professional image.
Tops/blouses	Not see through, not low cut, no vest style or strap tops. No bare midriffs.	Professional image.
Shirts	Male staff working in patient or public areas who do not wear a uniform must wear a shirt.	Professional image. Health & Safety
Trousers	Tailored or smart trousers.	Professional image.
Jewellery	Jewellery should be discreet and kept to a minimum. Exercise care and discretion with regard to Health and safety at work and public image.	Professional image, Health & Safety.
Belts & Buckles	Belts which are worn to serve either a practical or fashion purpose should have a small buckle which will not cause injury.	Health & Safety.
Undergarments	Staff should ensure that their undergarments are not visible.	Professional image.
Hair	To be clean and tidy.	Health & Safety, professional image.
Facial Hair	Beards and moustaches must be kept clean and tidy.	Professional image.
Personal Hygiene	All staff must maintain a high standard of personal hygiene.	Professional image.
Hands and Nail Varnish	Hands and Nails should be clean at all times. When varnish or false nails or extensions are used, they should be kept in good condition.	Professional image.
Body Art	Tattoos of an obscene or offensive nature must be fully covered.	Professional image.
Facial/Body Piercing	Visible facial & body piercings are not acceptable and must not be worn	Professional image
Cuts and abrasions	Cuts and abrasions must be covered by appropriate coloured waterproof dressings.	Health & Safety

This list is not exhaustive. Clothing must be appropriate for job role carried out and the environment. If staff are unsure of their responsibilities in this area, they must consult with their manager.

## Appendix 5

### Religion and Belief Guidelines for Dress Code & Uniform Policy

The Equality Act 2010 provides a means by which individuals are protected against discrimination on the grounds of their beliefs or non-beliefs. There are four elements to the legislation:

**Direct Discrimination** - Where a person experiences less favourable treatment on the grounds of religion or belief that has no effect on their individual merit, ability or potential (e.g. refusing recruitment on the grounds that the nurse wears a turban).

**Indirect Discrimination** - When a general provision, criterion or practice is applied to all, but disadvantages people on the basis of religion or belief, and which cannot be justified as necessary to the legitimate aim of the role (e.g. a dress code that requires all female clerical staff to wear a knee length skirt).

**Victimisation** - Where a person is subjected to less favourable treatment because they have brought an action, given evidence under, or done anything under or by reference to the Religion and Belief Regulations (e.g. when an individual reports a colleague who is repeatedly asking intrusive personal questions about their beliefs or non-beliefs).

**Harassment** - Where a person is subjected to unwanted verbal or physical actions (such as jokes or demeaning behaviour which results in violating that person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them or when an individual experiences comments on the grounds that they have been allowed to wear long sleeves as an adaptation to uniform in respect for their faith).

Corporate dress-code and the individual's standard of dress and appearance is important within the institutional context of the NHS to promote professionalism and consistency. However, this has clear implications in terms of implementing equality on grounds of religion and belief, and care should be taken to ensure that discrimination does not occur through the restriction of certain clothing and expectations of appearance that cannot be reasonably justified. It is essential that the Trust welcomes the diversity of appearance that people from different religious and cultural belief backgrounds can bring, and can respond flexibly where this impacts on uniform.

Examples where individual religious or cultural beliefs may impact on dress and appearance include:

- **Buddhism** – Men and women may wear charms, amulets and scarves that have been blessed.
- **Hinduism** – Women may want to cover their legs for reasons of modesty; they may also wear a coloured spot on their forehead (bhindi) as a sign of their marital status; men wear loose tunic and trousers.
- **Muslim** - Women have their arms, legs, hair and torso covered at all times, and may also wear a long scarf that falls across the front.
- **Sikhism** - Men have an uncut beard and uncut hair, latter of which is bound in a turban; women are also expected to wear their hair long, plaited or unbound; both men and women wear loose trousers with loose long tunics or dress.

- **Rastafarian** - Most Rastafarians do not cut their hair, and the distinctive hairstyles (dreadlocks) are a symbol of their faith;
- **Cultural Traditions** – it is also expected that women from many Muslim cultures will wear gold in recognition of their marital status; many Asian (e.g. Indian, Pakistani) marriage festivals require the bride in particular and female relatives/friends in general to wear Henna tattoos.

The Trust is sensitive to the needs of staff with particular religious or cultural beliefs which may conflict with the standard Trust uniform. However, there may be health and safety considerations that would restrict certain modes of dress in particular contexts. In such cases, it will be necessary for managers to consult with staff who may be affected by a restriction to see if an appropriate compromise can be reached.

Examples of adopting a flexible approach might include:

- Allowing female Muslim staff to be able to cover their arms and legs by providing adapted uniform;
- Specifying the type and how staff are able to wear a head-scarf or turban (e.g. it must be black and must not be tied in a way that it will compromise health and safety, infection control or other clinically-justifiable standards or reasons);
- Specifying how long-hair might be managed if it is essential to culture or belief that it cannot be cut (e.g. it should be tied up so that it does not fall below the collar and allowing long beards if they are kept clean and neat and the individual is not working in an environment where health and safety, infection control or clinical factors apply).

The Trust will respond supportively to the beliefs and non-beliefs of staff, and will meet its statutory obligations through consultation and engagement, and by adopting a flexible approach to ensure non-discriminatory practices at all times.

Further advice and information is available from the Equality and Diversity / HR Team.