

Policy:

HR 024: Dress Code, Uniform and Appearance

| | |
|--------------------------------|---|
| Executive Director lead | Director of Human Resources |
| Policy Owner | Director of Human Resources |
| Policy Author | Director of Human Resources HR Adviser |

| | |
|--------------------------------|--|
| Document type | Policy |
| Document version number | 6 |
| Date of approval | 25 October 2021 |
| Approved by | Policy Governance Group |
| Date of issue | November 2021 |
| Date for review | 30 June 2023 <i>(Interim Review approved at 25 October 2021 PGG, ratified at People Committee 09 November 2021)</i> |

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 6) 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 and an Interim Review on 25-10-21.

| | |
|------------------------|-----------|
| Target audience | All staff |
|------------------------|-----------|

| | |
|-----------------|--|
| Keywords | dress, uniform, appearance, badges, clinical, non-clinical, cultural beliefs, religion, bare below elbow |
|-----------------|--|

Storage

This is Version 6 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.

Contents

| Section | | Page |
|---------|---|-------|
| | Version Control and Amendment Log | 1 |
| 1 | Introduction | 2 |
| 2 | Scope | 2 |
| 3 | Purpose | 2 |
| 4 | Definitions | 2 |
| 5 | Details of the policy | 2 |
| 6 | Duties | 3-4 |
| 7 | Procedure | 4-7 |
| | 7.1 Identification badges | 4 |
| | 7.2 Uniformed staff clinical | 4 |
| | 7.3 Non-uniformed staff clinical | 4 |
| | 7.4 Uniformed staff non clinical | 4 |
| | 7.5 Non uniformed staff non clinical | 5 |
| | 7.6 Core standards | 5 |
| | 7.7 Uniform – starting employment | 6 |
| | 7.8 Uniform – during employment | 6 |
| | 7.9 Uniform – leaving employment | 6 |
| | 7.10 Special circumstances | 7 |
| | 7.11 Cultural beliefs and uniform | 7 |
| | 7.12 Compliance and Standards | 7 |
| 8 | Development, consultation and approval | 7-8 |
| 9 | Audit, monitoring and review | 9 |
| 10 | Implementation plan | 9 |
| 11 | Dissemination, storage and archiving (version control) | 10 |
| 12 | Training and other resource implications | 11 |
| 13 | Links to other policies, standards, references, legislation and national guidance | 11 |
| 14 | Contact details | 11 |
| | APPENDICES | |
| | Appendix 1 | 12 |
| | Appendix 2 | 13-14 |
| | Appendix 3 | 15-16 |
| | Appendix 4 | 17-18 |
| | Appendix 5 | 19-20 |

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 | 26/06/2019 | 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"> • COSHH • Infection, Prevention and Control • Health and Social Care Act 2008: Code of Practice |
| 5 | This amendment agreed at JPG on 29/3/21 | | Added to Infection Control section and appendices 1, 2, 3, 4: <ul style="list-style-type: none"> • False eye lashes are not permitted and must be removed before coming on duty, as they could cause a potential health and safety hazard |
| 6 | Further amendment following Staff Side feedback at JPG on | | Following sections of Appendix 2: |

| | | | |
|--|--|--|---|
| | <p>23/6/21 and subsequent feedback from General Managers between May/June 2021</p> | | <p>Shirts: Male staff working in patient or public areas who do not wear a uniform must wear a shirt</p> <p>Trousers: Tailored or smart trousers.</p> <p>Replaced with the following:</p> <p>Smart/casual clothing: No explicit/obscene/offensive logos/images and clothes should be clean and in a reasonable state of repair. Local/departamental policies may exist and must adhered to.</p> <p>Tops: e.g. Jumpers / Jackets / T-shirts / Shirts / blouses / Suit: Not see-through / too revealing, not low cut at the front or back, no vest style or strap tops. No bare midriffs. Sleeves should be able to be secured above the elbow for clinical staff.</p> <p>Bottoms: e.g. Trousers / Jeans / Suit / dresses / skirts / shirts / culottes : No mini or micro skirts / dresses / shorts</p> |
|--|--|--|---|

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
- False eye lashes are not permitted and must be removed before coming on duty, as they could cause a potential health and safety hazard
- 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 7th May 2019 and noted at the Joint Consultative Forum [5th 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 30th 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 30th 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 | |
| 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 | | | |
| 5 | | | |
| 6 | November 2021 | November 2021 | |

This is Version 6 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

| Job Title | Name | Phone | Email |
|-----------------------------|----------------|---------------|--|
| Director of Human Resources | Dean Wilson | 0114 22 63960 | dean.wilson@shsc.nhs.uk |
| HR Adviser | Melva Robinson | 0114 27 18756 | melva.robinson@shsc.nhs.uk |
| Infection Control | Katie Grayson | 0114 27 18621 | katie.grayson@shsc.nhs.uk |

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. |
| False Eyelashes | False eye lashes are not permitted and must be removed before coming on duty | False Eyelashes could fall out and cause potential health and safety and infection control issues due to an increased risk of bacterial infection and allergic reaction (to the wearer) |
| 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. |
| Smart/casual clothing: Tops: e.g. Jumpers / Jackets / T-shirts / Shirts / blouses / Suit Bottoms: e.g. Trousers / Jeans / Suit / dresses / skirts / shirts / culottes | No explicit/obscene/offensive logos/images and clothes should be clean and in a reasonable state of repair. Local/departmental policies may exist and must adhered to. Not see-through / too revealing, not low cut at the front or back, no vest style or strap tops. No bare midriffs. Sleeves should be able to be secured above the elbow for clinical staff. No mini or micro skirts / dresses / shorts | 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. |
| False Eyelashes | False eye lashes are not permitted and must be removed before coming on duty | False Eyelashes could fall out and cause potential health and safety and infection control issues due to an increased risk of bacterial infection and allergic reaction (to the wearer) |
| 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 |
| False Eyelashes | False Eyelashes 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. |
| False Eyelashes | False Eyelashes 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.