



71-75 Shelton Street, London, WC2H 9JQ | www.generalpracticesolutions.net
020 8865 1942 | enquiries@generalpracticesolutions.net

DRESS CODE POLICY

POLICY

This policy sets out the GPS requirements in terms of standard of dress where a uniform or specialist dress relating to an individual's role is not required.

This applies to all workers, self-employed, visitors, contractors or otherwise.

PURPOSE

The main purpose of this policy is to ensure that the appropriate image is presented to our client providers and their service users whilst ensuring that the standard of clothing is comfortable, acceptable to work, and appropriate for the position of appointment.

Depending on whether our client providers have any specific requests, there may be different dress requirements applied to different categories of staff (e.g. reception staff may have differing requirements to those of back-office administration staff, and male / female staff may have different clothing conventions) however the overall standards of quality and formality of clothing described in this policy will apply to everyone.

EQUALITY

GPS remains fully committed to the avoidance of religious, sex or disability discrimination and this applies equally to the enforcement of standards of dress. GPS will consider individual concerns with respect and will consider requests to depart from dress standards on a temporary or on a permanent basis for these reasons. Management should be approached in the first instance. Where it is deemed necessary, or in the event of a dispute, external specialist or expert advice may be sought or you can invoke the GPS grievance procedure.

EXAMPLES OF ACCEPTABLE WEAR

Male:

- Suits, trousers, "chino" or other casual trousers.
- Ties of conventional colour or pattern.
- Polo type shirts, long or short sleeve cotton shirts either formal or casual.
- Jersey, light fleece or other similar conventional tops (especially in winter).
- Standard shoes in brown or black.
- Discreet and minimal jewellery.
- Neat, clean and tidy hair (of any length) properly retained.
- Clothing must be seen as being clean and well – always laundered.

Female:

- Skirts close to or approaching knee length or casual trousers.
- Smart T shirts, blouses, shirts or jerseys / fleece tops or similar.
- Standard shoes without high heels.
- Discreet and minimal jewellery.
- Neat, clean and tidy hair (of any length) properly retained.
- Maternity wear of a conventional style and standard.
- Clothing must be seen as being clean and well – always laundered.

EXAMPLES OF UNACCEPTABLE WEAR

- T shirts unless plain (no logo, slogans, or insignia).
- Denim (any colour).
- Sports clothing.
- Trainer-type footwear.
- Clingy, revealing or overly baggy clothing (mini-skirts, tops / trousers which reveal underwear, bare midriff, etc).
- Clothing which reveals tattoos which may be seen as offensive.
- Unconventional colours or patterns / styles.
- Shorts.
- Tops with bare shoulders or low-cut front / back.
- Torn, ripped or visibly dirty clothing.

PERSONAL HYGIENE AND APPEARANCE

As well as clothing, it is important that workers meet a good standard of personal hygiene and appearance.

Examples of poor standards include:

- Poor body odour
- Uncleanliness
- Poorly presented hair

TATTOOS

Workers in public facing roles will ensure that tattoos are not visible.

ENFORCEMENT

Staff considered to be inappropriately dressed or presented will be asked to go home to change. In these circumstances, the worker will not be paid for the duration of his/her absence from work. Repeated failure to adhere to the dress code may result in disciplinary action being taken.