

Owner	People Director	Version	1.1
Policy	Dress code	Issue Date	February 2023



Dress Code

1. Introduction

- 1.1. We want people to love working for Svella Connect so we're committed to working practices and policies that reward loyalty, increase employee engagement and support our purpose of a positive impact on everything we touch.
- 1.2. The image we present of our business is important. This policy aims to balance individual preference to wear clothes in which they feel comfortable with the need to present a professional image to all our customers.
- 1.3. Everyone working for Svella Connect is expected to dress smartly and to a standard consistent with Svella's professional reputation when at work.
- 1.4. We must be able to receive a visit from a customer, supplier or other key stakeholder at any time and know that we will be appropriately dressed and presenting a professional image.
- 1.5. This policy applies to all employees, contractors and agency workers.
- 1.6. This policy does not form part of contracts of employment and will be reviewed from time to time to ensure that it reflects Svella Connect's legal obligations and business needs.

2. Responsibilities

- 2.1. You are responsible for making sure that:
 - You are clean, smart and professional (as is practical) at all times when at work and/or when representing Svella Connect in any location
 - You speak to your manager if you need guidance on what is and is not acceptable
 - Your dress is in line with any health and safety requirements relevant to your role e.g. PPE
 - You observe any dress code policy which Svella Connect clients may require when you are visiting them outside Svella Connect premises
 - You wear a uniform if you are provided with one
- 2.2. Your manager is responsible for making sure that:
 - The dress code is observed and that a common-sense approach is taken to any issues that may arise
 - Any requirements relating to dress code do not breach our equality and diversity policy
 - Remedial action is taken where the policy is breached

3. Key Points

- 3.1. When we are required to meet with the public or Svella Connect customers we must dress appropriately; this is normally business dress.
- 3.2. Your manager may request you to cover visible tattoos if they are considered offensive.
- 3.3. Where you choose to wear a particular item of clothing for religious or cultural reasons, this will be acceptable, unless it compromises health and safety or prevents you from carrying out your duties effectively.
- 3.4. If you are required to wear a uniform or safety wear but cannot do so for health reasons, you must discuss any concerns with your manager.
- 3.5. There is not an exhaustive list of what is appropriate clothing in the workplace. However, the following items of clothing is inappropriate at any time: -
 - Clothing displaying slogans or pictures which could be considered offensive
 - Sporting clothes (e.g. football shirt)
 - Items of clothing or jewellery which may present a health and safety risk, such as flip-flop shoes
 - Revealing clothing
 - Ripped clothing

4. Consequences

- 4.1. Failure to comply with this policy may result in action being taken in accordance with the disciplinary procedure.