



# Yowsun care Dress Code Policy

This policy is a Yowsun care Dress Code policy, concerned with how all staff members present themselves in terms of what they wear to the office and to the client's home.

## Policy Statement

This policy sets out the requirements of all categories of staff within Yowsun care in relation to the wearing of uniforms and standards of dress.

The definition of staff is all workers, staff and management. This includes volunteers, agency workers and self-employed contractors who must always be appropriately dressed. Students undertaking placements are expected to adhere to the policies agreed between Yowsun care and the relevant education provider.

## Aim of Policy

1. To clarify the requirements on all staff with regard to standards of dress. Health and Safety demands are such that clarity needs to be in place to ensure that our duty of care to staff and customers is understood and respected.
2. The standard of dress must support infection prevention and control requirements of the Care Quality Commission Regulations.
3. The standards of dress are such that they enhance the safety and wellbeing of staff and present a professional image to our multi agency partners, customers and local community.

Yowsun care, whilst implementing a dress code recognises the diversity of cultures, religions and disabilities of its employees where necessary and will take a sensitive approach when this affects dress or uniform requirements.

The Dress Code Policy is designed to guide managers and employees on the application of standards of dress and appearance. The policy sets out acceptable and unacceptable standards of dress. Staff should use common sense in adhering to the principles underpinning the policy.

All employees are supplied with a Yowsun care identity/ security badge which must be worn and be visible during working hours .or when representing Yowsun care in an official capacity.

All staff are required to comply with the principles of the Dress Code Policy. Failure to adhere to Yowsun care standards of dress may constitute misconduct and may result in formal disciplinary proceedings.

Employees are responsible for following the standards of uniform/dress laid down in this policy and should understand how this policy relates to their working environment; health and safety, infection control, particular role and duties and contact with others during the course of their employment.

Managers are responsible for ensuring the Dress Code Policy is adhered to at all times in respect of the workers they manage and be mindful of the requirements regarding contractors, agency staff and volunteers etc.

## Uniform

All staff delivering personal care to customers must:

1. Wear the uniform provided by Yowsun care in a clean and presentable fashion and all staff must have access to a spare uniform in case one becomes soiled during the shift. [ Polo T-shirt with organisation's logo and name ]
2. Appropriate PPE should also be used e.g. gloves, aprons, bacterial gel, masks etc. As detailed by the requirements of the Health and Safety Policy.

All staff delivering support to customers must

1. Wear the uniform provided by Yowsun care in a clean and presentable fashion and all staff must have access to a spare uniform in case one becomes soiled during the shift. [Polo T-shirt with organisation's logo and name]
- 2 This includes chefs and ancillary staff and agency workers employed by Stress Free Executives Ltd.

## **Volunteers, contractors or self-employed**

1. This group must be appropriately dressed for the task for which they are engaged to do. Common sense should be the guiding principle but at all times the following applies
  - All tops must cover upper torso completely; vests are not acceptable.
  - Shorts if worn must be knee length, tailored for both men and women.
  - Shoes must be appropriate for the task and no opened toed sandals should be worn.
  - Denim of any type is not acceptable. Chino cottons, linens and similar fabrics are appropriate.
  - All appropriate clothing must be safe and acceptable in the workplace e.g. mini, maxi type clothing is not acceptable.
  - Clothing should be clean, serviceable and fit for the task in hand.

## **Managers and office staff**

1. The dress code for this group of staff is not definitive but must adhere to the following standards.
  - Skirts, trousers and tops must be serviceable and of the right length and coverage as detailed above.
  - No staff in this category are allowed to wear shorts in the office or while visiting prospective customers.
  - Shoes should be carefully selected e.g. on days when spot checking staff no opened toed sandals or similar footwear should be worn.

## **General**

1. The uniforms issued must not be altered or added to by the individual. If changes are required, it must be discussed with your line manager.
2. All staff delivering personal care or support should change out of their uniform before going off duty, if this is not possible staff are permitted to travel between home and work in their uniform as long as it is fully covered by a coat. This should be discussed with the appropriate manager to seek agreement for the staff member.
3. The wearing of Yowsun care uniform in public places such as a supermarket is not acceptable.
4. The ID badge should be removed on leaving the premises or client's home
5. Maternity uniforms will be provided for staff where necessary.
6. Yowsun care does not provide a laundry service but staff must ensure that uniforms are laundered in accordance with guidance provided on the uniform. In the event of any confusion, staff should contact the Infection Control and Prevention lead in the organisation for guidance on appropriate washing temperatures.
7. All staff leaving Yowsun care who have been provided with a uniform must return their uniform to their line manager.
8. Nail varnish, false nails and false eyelashes are not permitted. Nails should be sufficiently short to ensure safe customer contact and good hand hygiene.
9. Visible tattoos are to be discouraged and where present should not be offensive to others. Where they are deemed to be offensive, they should be appropriately covered.
- 10 Jewellery must be kept to a minimum for staff delivering care or support; a plain/wedding ring and one pair of discreet stud earrings are permitted. Wrist watches must not be worn when providing care or support. Facial/body piercing can be a Health and Safety issue and must be removed before coming on duty. If staff have piercing for religious or cultural reasons, these must be covered and must not present a quantifiable health and safety or infection prevention and control risk.

11, Hair should be neat and tidy at all times and in the care and support environment long hair should be tied back. Headscarves worn for religious purposes are permitted in most areas, however they are excluded in any clinical areas where they could present a health and safety and cross-infection hazard.

Beards should be short and neatly trimmed, unless this reflects the individual's religion where it should be tidy.

Beards should be covered with a hood when undertaking aseptic procedures. This policy will be reviewed annually by the Registered Manager

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