



Dress and personal appearance

1 What this policy covers

This policy provides guidance for all staff regarding suitable standards of dress and appearance. The way in which employees dress and their appearance is key to portraying a good professional image, while contributing to the health and safety of staff, patients and visitors. Staff who work in clinical areas and/or who wear uniforms must also refer to the Clinical Uniform Policy.

2 Principles

The standards outlined in this policy are designed to ensure that:

- they help to reduce infection
- where appropriate, personal protective equipment is worn to protect staff from risks associated with their work as identified through risk assessment
- wearing of other clothing reflecting cultural, ethnic or religious requirements will be considered
- a professional and positive image of staff and GHC is promoted.

3 Responsibilities

- GHC is responsible for ensuring that the standards outlined in this policy are communicated to all staff.
- GHC is responsible for providing personal protective equipment as appropriate.
- Managers are responsible for ensuring that staff are made aware of any additional requirements in respect of their work.
- Staff must wear the appropriate personal protective equipment provided for their post.
- Staff are responsible for following the standards of dress and appearance outlined in this policy and to give consideration to:

- the working environment
- health and safety
- infection control
- specific role and duties
- public interaction.

4 Policy in practice

4.1 All staff

Identity badges

All staff are supplied with an identity badge, which should be clearly visible when on duty and worn in a place that will not cause injury or increase infection control risk. You must ensure that your badge is kept in good condition. The use of a lanyard to display badges is not permitted for staff giving direct patient care, because of infection control and health and safety considerations. All other staff can use a lanyard of a corporate or approved style.

Dress code principles for all staff

Clothing should:

- be smart, clean, professional and present a positive image of GHC
- cover the body from shoulder to knee
- not restrict ease of movement
- not display prominent logos or pictures not related to the profession or GHC
- comply with infection control and food hygiene policies as appropriate.

Failure to comply with this policy may result in disciplinary action being taken. Staff dressed inappropriately for work will be sent home to change and be required to work back the time.

Uniform

A uniform is provided for many staff involved in both clinical and non-clinical roles. Staff required to wear a



uniform must do so at all times when on duty unless there is an acceptable reason and agreement in advance from their manager.

In all instances, a uniform must only be worn openly while on Trust business or in private transport when travelling directly to and from work. Wearing a uniform outside work and on public transport, unless it is fully covered, is not permitted. Staff changing facilities are available.

Staff who wear uniforms must also refer to the Clinical Uniform Policy, which is available on the Clinical Policies section of the intranet.

Footwear and clothing

Flip flops must not be worn. If ties are worn, they should be removed for clinical procedures and regularly laundered. Smart knee-length shorts are permitted in warm weather for non-clinical staff. Combat-style trousers and jeans should not be worn.

Grooming and personal hygiene

Staff should ensure that their hair, including facial hair, is clean and tidy and does not compromise infection control or health and safety provisions. Use of hair dye is an individual choice, but staff are requested to be mindful of displaying an appropriate corporate and professional image.

Staff are reminded of the importance of good personal hygiene. This not only presents a good professional image, but it is also important for good working relationships with colleagues. In consideration of others, staff who choose to wear them should use lightly scented deodorants, perfumes or aftershaves.

Jewellery, piercings and body art

Staff should keep jewellery to a minimum. Any body art or facial piercings must be discreet and unlikely to cause offence to members of the public, patients or staff.

4.2 Clinical staff

Clinical staff must also refer to the Clinical Uniform Policy for more specific information about clothing, footwear, nails and jewellery standards.

4.3 Cultural exceptions

GHC will consider accommodating clothing difference based on cultural, ethnic or religious reasons. Staff should discuss their requests with their line manager, who may then take guidance from both Infection Control and HR. However, at all times, patient care, infection control, security and health and safety will take priority.