

Corporate Clothing Policy

Introduction

This policy aims to give guidance to staff on the standards of dress and appearance, which the Association expects its staff to adhere to. The Association will provide appropriate clothing to ensure that all members of staff present a professional and collective image, whilst conducting Association business. The clothing provided will be suitable for the wearer and the environment in which they work. The Policy is not exhaustive in setting out acceptable and unacceptable standards of dress and appearance, and staff must use their judgement and common sense in deciding what is appropriate to wear when carrying out their duties and responsibilities.

For the purposes of this policy 'Corporate Clothing' is defined as a uniform designed to promote Argyll Community Housing Association's high standards and professional image and supplied by an approved supplier under the Association's Tendering process. Corporate clothing is not personal protective equipment (PPE).

Responsibilities

Directors

It is the responsibility of Directors to ensure compliance with this policy within their own service.

Managers

Managers are responsible for ensuring that the policy and dress code is adhered to by all their staff, and have the discretion to consider variations to the rules governing the wearing of corporate clothing for specific work duties or events e.g. office moves, charity events etc.

Employees

All employees are responsible for their own appearance, and should consider how others may perceive their general presentation and appearance. Employees are responsible for following the standards set out in this policy, and must understand that failure to do so may result in disciplinary action. New employees will be made aware of the standards of dress during their staff induction. Employees are responsible for keeping clothing clean and in good repair. Any damage caused to the clothing, either from abuse or misuse will be charge to the individual. ACHA respect the wearing of religious and cultural dress.

Corporate Uniform

The Association's colour scheme will be navy and light blue – navy or navy pinstripe suit, trousers or skirt & light blue shirt, blouse, t-shirt and all items will show some form of ACHA identification – an embroidered ACHA logo or an ACHA VAT tag. To comply with HMRC guidance it will be necessary for staff to wear at least one item of ACHA branded clothing to work – non ACHA brand items worn by staff must adhere to the approved colour scheme.

Corporate Clothing Policy

Allocation of Uniform

Full time female members of staff – maximum of:

- 5 items from a choice of blouses, or tops in light blue, navy polo shirts
- 3 items from a choice of skirts, or trousers in navy or navy pinstripe
- 2 items from a choice of jackets in navy or navy pinstripe or navy cardigan or fleece.
- A coordinating scarf is available

Full time male members of staff - maximum of:

- 5 items from a choice of light blue shirts or navy polo shirts
- 3 pairs of trousers in navy or navy pinstripe
- 2 items from a choice of jackets in navy or navy pinstripe or navy sweatshirt or fleece.
- A coordinating tie is available

Staff who work part-time, or job share, will receive a reduced allocation according to the numbers of hours worked. Members of staff classed as Home Workers will also receive as reduced allocation, this will be calculated in accordance to the number of hours they are required to work in the office.

Community Support Assistants

Community Support Assistants may wish to replace some or all of their clothing allocation with items of clothing more suitable to the duties they carry out – tunics and elasticated waist trousers in a heavier polyester mix are available.

In-House Repairs

All members of the in-house repairs teams will be supplied with a range of personal protective clothing which will include t-shirts and harder wearing work trousers – they have the option of including items of clothing classified as Corporate Clothing if they wish, - number of items to stay the same.

Footwear

Footwear will not be provided as part of the Corporate Uniform – staff identified as requiring safety footwear will be issued with such as per the Personal Protective Equipment protocol.

Dress Code

All members of staff are expected to dress in accordance with the duties of their post, and variations to the dress code may be appropriate in certain circumstances:

- Front line staff (office/reception) – formal or smart casual
- Back office staff – minimum smart casual
- In-house repairs teams – ACHA t-shirts, fleeces, sweatshirts etc
- Home or Site visits with tenants or contractors – minimum smart casual
- Meetings – appropriate to level of meeting – formal or smart casual
- Training/seminars/conferences – minimum smart casual
- Dress Down days – casual

Corporate Clothing Policy

Guidelines

Formal – suit, collar and tie for gents, suit and top or blouse for ladies

Smart Casual – polo-shirts, shirts, blouses or tops with trousers/skirts

Casual – non corporate clothing, items worn must not be frayed or torn (unless part of the design). Appropriate footwear must be worn at all times.

Unacceptable Clothing

The following items of clothing are examples of unacceptable clothing either on the grounds of health and safety or the Associations public image:

- Sports or leisure clothing or beachwear
- Items of clothing bearing logos, slogans or graphics which may cause offence.
- Skirts should be of a sensible length and appropriate to the situation
- Footwear - no flip flops or trainers

Accessories

Staff are encouraged to use a common sense approach in regards to the clothing, jewellery or glasses which they wear to work. Staff must ensure that all accessories are appropriate to the type of work they carry out and mindful of the potential for damage or loss to their personal property, which may arise as a result of carrying out their duties.

General Instructions

All items of clothing supplied are machine washable and employees are responsible for ensuring they follow the correct care guidelines to maintain the appearance of their clothing.

Damage or loss must be reported to a line manger as soon as possible – staff may be required to pay for clothing damaged or lost through negligence.

Uniforms will be replaced after 24 months, on a New for old basis, and all returned items will then be recycled.

Staff have the opportunity to purchase additional items of clothing from the approved supplier if they so wish.

Ethics - those members of staff who are vegan and therefore will not wear any items of clothing derived from animal products will be issued with garments cut from polyester fabric - which is of a light weight quality and is available to staff in Navy only.

ID and Name Badges

It is the policy of the Association that all staff wear name badges at all times whilst carrying out their normal duties within the office. Staff who work off-site or visit tenant's homes should have name badges and ID cards available.

Corporate Clothing Policy

Personal Protective Equipment

This policy does not cover the provision of personal protective equipment (PPE) which is covered within the Associations Health and Safety Manual. Employees who are unsure of their individual PPE requirements should discuss these with their manager.

Temporary Staff

Staff employed on temporary contracts will be issued with clothing depending upon the contract term:

- 6 month contracts or more – uniform allocation available
- Less than 6 months – polo shirts or tops

Termination of Employment

All corporate clothing must be returned clean to HRCS via the line manager within 7 days of the last day of employment. Failure to return clothing may result in an invoice for the items being raised.



HR & Corporate Services

Corporate Clothing Policy

Policy Owner	HR & Corporate Services
Author	Charlene Munro
Contributors	NA
Policy Creation Date	23 March 2009
Version Number	One
Date Last Amended	
Review Period	
Previous Review Dates	
Review Committee/Group	
Review Date	