

DRESS CODE POLICY

POLICY STATEMENT

All colleagues are expected to maintain a clean, tidy and presentable standard of dress whilst they are at work.

Many of our offices are visited by clients and it is therefore important that we all consider this in the context of our dress and appearance. If you are required to meet clients, we expect you to dress appropriately for that client and/or situation, with formal business attire (ie business suit or similar) being the default.

In certain parts of the business, or on certain designated days, employees may be permitted to dress more informally. However, a professional atmosphere must be maintained at all times and our expectation that all colleagues maintain a clean, tidy and presentable standard of dress still hold in these circumstances.

In the event that a concern over standard of dress arises, then we would hope that this can be resolved informally, swiftly and in confidence.

Confidential

V2022_01	Policy Reviewer Paul Berridge	Policy Owner Chris McCartney	Date 01 May 2022	Next Review 01 March 2023	Page 1 of 1
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