



Broxtowe
Borough
COUNCIL

**CLOTHING, APPEARANCE
AND
IDENTITY CARDS**

CONTENTS

1. Clothing and Appearance.....3
2. Identity Cards.....4

REFERENCE

1. Clothing and Appearance

The Council recognises that in a progressive society, its dress code policy should reflect these changes and this policy outlines the Council's expectations for the workplace.

Therefore, the following principles should be followed:

- The overarching principle is a mature, sensible approach should be taken in relation to clothing.
- The Council encourages a non-discriminatory approach to its dress code, taking into consideration the Equality Act 2010 which may include age, disability, gender reassignment, religion or belief, sex, or sexual orientation.
- Where an employee's duties require a uniform or clothing with corporate branding (including PPE), this should be worn at all times.
- Employees in front-line roles, particularly when dealing with the general public, should ensure they wear smart clothing to maintain an acceptable professional image.
- Other employees are able to dress appropriately for their field of work and this can be managed by Line Managers and Heads of Service as they see fit.
- The Council also recognises that many employees have tattoos and piercings and whilst this should not be discouraged, employees should be duly considerate of others when displaying these.
- Male employees are not required to wear suits or ties, however, may choose to do so if they wish. Employees should always take into consideration the portrayal of a professional image when dealing with external parties as and when appropriate.
- Employees who are required to attend committee meetings with elected Members (including the public) must wear formal attire to maintain an acceptable professional image.

Specific examples include employees should not wear jeans, trainers or casual attire for attending meetings, meeting the general public/customers or where they are in a public-facing role. Similarly, employees should not wear revealing clothing, clothing with inappropriate material such as swearing/graphic images) or inappropriate footwear such as plastic/rubber flip-flops.

From time to time, the Council may encourage employees to participate in corporate initiatives such as charity events which may deviate from normal dress code e.g. Christmas jumpers or fancy dress etc

Any inappropriate clothing worn, should be discussed with the Head of Service/Director and HR if appropriate. Disciplinary action may be considered as a result of non-compliance.

2. Identity Cards

Identity cards will be issued to all employees and must be visibly worn wherever practicable whilst on duty at the Council premises. Employees who are required to have access to people's homes, or to public places, Identity cards will be renewed to ensure photographs are accurate and up-to-date.

The employee is responsible for the safe custody of this identity card which remains the property of the Council. The employee will ensure that prior to the last day of full-time service with this Council the identity card is handed in to their Administrative Officer.

Identity cards play a key role in the physical security of the Council's buildings for example, the identity card when visible will help employees, particularly new employees, ensure that they are not tail gated by individuals who do not have authority to enter, employee only parts of Council buildings.