

# Playtedz Ltd

## Dress Code Policy

### Statement of Intent

At Playtedz we recognise, like most companies that all employees act as representatives of the organisation and should therefore be dressed accordingly. The way in which Playtedz employees dress and present themselves plays an important part in the image that Playtedz portrays to our young child, parents/carers and visitors.

### **Aim**

For Playtedz' employees to be aware of presentation and to adhere to the dress code policy at all times when representing Playtedz.

### **Requirements**

Discretion in style of dress and behaviour is essential to the image and safe and efficient operation of Playtedz. Staff members are expected to dress in a manner appropriate to their working environment and to the type of work performed. Employees, in conjunction with advice from their manager, may use their judgement regarding their dress code and their schedule of activities should determine work attire. At Playtedz we expect our staff to apply a common sense approach to the dress code and dress in an appropriate smart/casual manner. It would be expected that, on occasions when employees are meeting with external visitors from other organisations, or interviewing candidates, that they would dress in an appropriate conventional business like manner.

All staff must abide by the safety policies and procedures and wear required protective clothing and safety equipment should they be required as such. It will be left to staff to judge the best dress within these guidelines for appropriate Attire. The following should be taken into consideration when defining what is regarded as inappropriate clothing for the workplace: Slogans or pictures on t-shirts/tops containing nudity or foul language, may be deemed sexually offensive, and would not be appropriate. Revealing attire i.e. shorts, hot pants/cut off jeans/sports shorts are not acceptable, however tailored shorts to the knee would be deemed acceptable. Crop tops, clothes made of see-through materials and clothes that expose areas of the body usually covered in the workplace, may be deemed sexually offensive and would not be appropriate

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- 1, An observable lack of underwear, may be deemed sexually offensive and would not be appropriate
- 2, Any articles of clothing or jewellery which may present a Health and Safety hazard

These restrictions are in place as some articles of clothing may be regarded as offensive to some employees and children and be regarded as discriminatory in terms of sex or sexual orientation, religious beliefs, racial or ethnic origins, or any other discriminatory grounds, or which may cause health and safety concerns.

The above are just a few examples of what would be regarded as inappropriate attire for the workplace; however employees are reminded that if they have any doubts in their own mind as to whether an article of clothing is appropriate, then it is likely that others will share this doubt and may be offended, and the article of clothing should therefore not be worn.

## **Religious and Cultural Dress**

At Playtedz we accept that some religions and cultures require a certain mode of dress; for example wearing of compulsory items, such as bangles (kara) as worn by Sikh men and women.

Priority will be given to health and safety requirements, as laid down by national legislation. Where appropriate advice will be sought from the Playtedz Health and Safety Policy.

## **Breach of Policy**

Employees who consistently abuse these guidelines may be dealt with under Playtedz Disciplinary Policy.

**THE MANAGER RESERVES THE RIGHT TO SEND ANY MEMBER OF STAFF, OR YOUNG ADULT DRESSED INAPPROPRIATELY HOME TO CHANGE INTO SUITABLE ATTIRE.**

This policy is reviewed and updated every year or when legislation changes.

Updated Jan 2017

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