



Warwickshire Pride

Registered Charity Number: 1162449

Dress Code Policy

Policy Statement

All employees are required to be neat and tidy in appearance. Whenever there is any possibility that they will have direct contact with customers they must look presentable.

Procedure

On recruitment and again on subsequent changes of job, the Company will outline the standards of dress which apply to staff as follows.

Employees should wear clothing that is clean and appropriate for their role.

Employees should also be clean and pay attention to their personal hygiene.

Should any employees have difficulties in maintaining these standards they should discuss the matter with their manager in the first instance.

Employees who do not comply with these standards may be subject to the organisation's normal disciplinary procedure. In serious cases, where an employee's appearance is, in the organisation's view, unacceptable, they will be required to return home to change and/or wash. No pay will be given for the duration of absence from work so incurred.

Employees have the right to lodge an appeal against a decision on the acceptability of their appearance, using the organisation's normal grievance procedure. Where an appeal is successful and the employee has had to return home to change, no pay will be withheld and any expenses necessarily incurred will be reimbursed.

Last reviewed: February 2026

Next review due: January 2027