



## DRESS CODE POLICY

This policy has been approved and adopted by the Christus Catholic Trust across all their academies and it will apply to all staff within the Trust.

This Policy will take effect from:	Immediate
It was ratified by the Trust Board on:	September 2021
Monitored and reviewed by:	September 2022

***The Christus Catholic Trust wishes to build a welcoming community of faith that has Christ at the centre, where all within our schools' communities have a love of God and a love of one another. Prayer and liturgy will shape our daily life.***

## 1. IMPACT ASSESSMENT

This policy has been reviewed in accordance with the Equality Act 2010 (“the Act”) which encompasses all the previous legislation on equalities. The Trust will uphold its obligations under law not to discriminate in any of its activities against employees or applicants for employment on the grounds of their sex, sexual orientation, marriage and civil partnership, disability, race (which includes colour, nationality and ethnic or national origins) age, religion or belief. The protected characteristics within the Equality Act 2010 are race, disability, age, gender reassignment, sex and sexual orientation, religion or belief, marriage and civil partnership, pregnancy and maternity.

The Trust will ensure that the principles embodied in the Act are adhered to and followed in the content and application of this dress code policy. Further details of the Trust’s commitment to equalities can be found in the Equality and Diversity policy.

## 2. IMPLEMENTATION

This dress code will be non-contractual and forms part of the Trust’s ‘work rules’.

## 3. EXPECTATIONS

Employees are expected to dress smartly in a manner which reflects their role as professionals and role models for other staff and pupils. Clothing should also be neat and in good repair.

Appropriate shoes must be worn at all times except when employees are engaged in certain activities which may require a different type of shoe, such as PE.

## 4. INAPPROPRIATE ATTIRE

The following examples should be taken into consideration when defining what is regarded as inappropriate clothing for the workplace. This is not intended to be an exhaustive list.

### 4.1 Inappropriate clothing may include:

- sport related attire, including t-shirts/tops or ties with slogans relating to football teams or other club crests, would not be appropriate or could be construed as being offensive/inflammatory
- slogans or pictures on t-shirts/tops containing nudity or foul language, will be deemed 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, 'shoe string' or 'spaghetti' straps, clothes made of see through materials, and clothes that expose areas of the body usually covered in the workplace, may be deemed offensive, and would not be appropriate
- an observable lack of underwear, or observable underwear may be deemed offensive, and would not be appropriate
- any articles of clothing or jewellery which may present a Health and Safety hazard for employees

These restrictions are in place as some articles of clothing may be regarded as inconsistent with portraying a professional image and acting as a role model, they may also be considered offensive to some employees and potentially discriminatory or may cause health and safety concerns.

The above are some illustrative examples of what would be regarded as inappropriate attire for the workplace. If employees require further clarification on whether an item of clothing may be deemed inappropriate they should speak to the Headteacher or Trust HR department before wearing such an item.

## **5. SAFETY CLOTHING & EQUIPMENT**

In all cases where safety clothing and equipment is required it should be worn/used as appropriate. This is seen as an integral part of employee's responsibility under the Health & Safety at Work Policy.

It is part of this responsibility to highlight to your line manager any defect in safety clothing or equipment provided to an employee by the Academy/Trust.

## **6. TATTOOS**

In line with the expectation that all employees should present themselves in a manner which reflects their role as professionals and role models, any employees with tattoos that may be visible are asked to seek clarification from the Headteacher or Trust HR as to whether the tattoo(s) should be covered. Any tattoos which may be considered offensive, inappropriate or potentially discriminatory must be covered at all times during working hours.

## **7. BREACH OF POLICY**

Breaches of this policy may lead to disciplinary action, in line with the Trust's Disciplinary Procedure.

## **8. APPEALS**

If an employee wishes to appeal a decision not to allow them to wear particular dress or attire or they have concerns about the application of this policy, in the first instance they should speak to their line manager.

If their concern/appeal cannot be dealt with by their line manager, the employee should be referred to the Trust's Grievance Procedure.

## **9. ASSOCIATED POLICY/PROCEDURE**

Code of Conduct