

## Dress Code Policy

### **Purpose**

Floorskills Limited employees act as representatives of the Company. The way in which employees dress and present themselves plays an important part in the image that Floorskills Limited portrays to clients, suppliers, and the general public. For this reason, employees are expected to adhere to the Dress Code policy.

The policy is designed to guide employees on the required standards of dress and appearance. It is not exhaustive in defining acceptable and unacceptable standards, and staff must use common sense in adhering to the principles underpinning the policy.

Floorskills Limited official dress code is Smart Casual.

- All employees are to adopt high standards of personal hygiene, so that there are no grounds to give offence to colleagues or others.
- All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity are not restricted.
- All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities are not permitted.
- All clothes must project professionalism. Clothes that are too revealing or inappropriate are not permitted.
- All clothes must be clean and in good shape. Discernible rips, tears or holes are not permitted.
- Employees must avoid clothes with stamps or logos that are offensive or inappropriate.

We may change our dress code in special cases. For example, if employees wish to support different charities, and they would like to ask for exceptions to the normal dress code rules, for example jeans for jeans day, Christmas jumper day etc. On these occasions people should ask their line manager if it would be ok to take part.

An employee's position may inform their dress code. If employees frequently meet with clients or prospects, they should conform to a business dress code.

### **Religious Observance**

Certain exceptions to the Dress Code will be permitted where employees need to observe their religious beliefs through their dress and /or appearance. In these circumstances the employee is required to discuss this and seek agreement with their line manager and a member of the HR team in advance.

### **Breach of Policy**

Any refusal to co-operate with this Dress Code policy may result in disciplinary action.

Employees are responsible for:

- Dressing appropriately for their work setting, considering the need to respect others and any relevant health and safety considerations
- Responding positively to any concerns raised about their dress, changing their mode of dress or appearance accordingly
- Checking with their manager if they are in any doubt as to what constitutes an acceptable standard or if they wish to observe their religious beliefs through their dress / appearance
- Maintaining high standards of personal hygiene, keeping well-groomed and smart

Managers are responsible for:

- Maintaining the standards set out in the Dress Code
- Setting a personal example
- Advising employees if they digress from acceptable standards
- Enforcing disciplinary action in the event of any digressions of the Dress Code