



POLICY INFORMATION (Policy no HR0013)	
Subject	Appearance and Dress Code Policy <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
Applicable to	All staff and volunteers of Nottinghamshire Hospice
Target Audience	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
Date issued	18 July 2023
Next review date	18 July 2026
Lead responsible for Policy	Director of People Services
Policy reviewed by	Director of People Services, Director of Care
Notified to (when)	Strategy & Corporate Governance Group, 18 July 2023
Authorised by (when)	Strategy & Corporate Governance Group, 18 July 2023
CQC Standard if applicable	N/A
Links to other Hospice Policies	Disciplinary Policy & Procedure HR0024
Links to external policies	
Summary	All employees should dress smartly and appropriately to meet the needs of the area they are working in and remain in compliance with any relevant external codes of conduct.
This policy replaces	Appearance and Dress Code Policy HR0013 2019

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months.

After that staff should seek advice from their clinical lead or manager.

VERSION CONTROL		
Status	Date	Review date
Original policy written by Angela Fallon, HR Manager	Apr 2011	
Policy reviewed by Beverley Brooks MBE, Chief Executive		
Policy ratified by Corporate Management Team		
Policy reviewed by Donna Roberts, HR Manager	Nov 2017	Nov 2019
Updated control sheet and published on Policy Doc App	Dec 2018	
Policy reviewed by Donna Roberts, HR Manager	June 2019	
Policy reviewed by Senior Management Team	July 2019	
Policy reviewed by Strategy and Corporate Governance Group	Aug 2019	
Policy notified to Board of Trustees	Sept 2019	Sept 2022
Updated control sheet and published on Policy Doc App	Sept 2019	
Updated staff and volunteer throughout policy	June 2020	
Policy reviewed and amended by Jo Polkey, Director of Care	Oct 2020	Oct 2022
Logo updated and published on website	Dec 2020	
Policy reviewed by Directors of People Services and Care	July 2023	
Policy notified to Strategy and Corporate Committee	18 July 2023	
Policy ratified by Strategy and Corporate Committee	18 July 2023	18 July 2026
Updated control sheet and published on website	July 2023	

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<p>1.</p>	<p>Introduction</p> <p>All staff and volunteers at Nottinghamshire Hospice should dress smartly and appropriately to meet the needs of the area they are working in and remain in compliance with any relevant external codes of conduct applicable to their role. This policy is designed to provide a consistent professional appearance to our patients, patient’s families and carers, customers, colleagues and those who come into contact with Nottinghamshire Hospice.</p> <p>In clinical areas appropriate steps should be taken at all times to minimise the risks of infection and cross contamination for patients.</p>
<p>2.</p>	<p>General Dress Code – All Areas</p> <ul style="list-style-type: none"> • Staff and volunteers must always present a clean, professional appearance. • Ensure that you dress appropriately for your day. This may vary depending on who you come into contact with each day. • Smart denim and smart trainers may be appropriate to wear. This will depend on your day – for example, it may be appropriate in our shops or in our office spaces if no external meetings are being held. If you are in doubt about the appropriateness of denim clothing or trainers, please check with your line manager in the first instance. • Everyone is expected to be well-groomed and wear clean clothing, free of holes, rips, tears, or other signs of wear. • Clothing with offensive or inappropriate designs or logos are not allowed. • Clothing should not be too revealing. • Clothing and grooming styles dictated by religion or ethnicity are exempt (so long as they comply with infection control and health and safety policies). • Sensible shoes (appropriate to job role) must be worn at all times. • Any tattoos that could be deemed as offensive by others must be covered up. • Any new tattoos must be covered over for infection control purposes. • Personal protection clothing supplied by the Hospice must be worn during appropriate duties.

	<ul style="list-style-type: none"> • Hospice issued identity badges must be worn at all times using the lanyard provided. • Hair styles must convey a professional appearance.
<p>3.</p>	<p>Dress Code – Clinical Areas</p> <p>For Health & Safety reasons, the following dress code must be adhered to in clinical areas (including patients’ homes):</p> <ul style="list-style-type: none"> • Clean and ironed uniforms must be worn at all times (if a uniform is provided). • Laundry advice - Washing with detergents at 30°C will remove most Gram-positive microorganisms, including methicillin-resistant Staphylococcus aureus (MRSA). A ten-minute wash at 60°C is enough to remove almost all microorganisms. Therefore staff should use the 60c wash cycle to ensure that their uniforms are laundered appropriately for use in patients’ homes. • Long hair to be tied back. • Nails to be kept short and clean and free of nail varnish/gel/acrylic • Name badges to be worn on Hospice lanyards. • No neck ties or scarves. • No hand or wrist jewellery (other than a plain wedding ring or one other plain band) when providing clinical care. • No long necklaces should be worn. Earrings should be limited to - ear studs. Facial piercings should remain discreet and facial jewellery should be plain and flat. • Bare arms from elbows down. • For infection control purposes, uniform must be removed or covered if visiting a public space (e.g. shop) while on duty or travelling to and from work in uniform.

	<ul style="list-style-type: none">• Black trousers must be worn for care staff – no leggings/jeggings/jeans.• Flat black shoes with a covered toe – no boots.
4.	Dress Code Violations Managers are expected to inform staff and volunteers when they are violating dress code. Staff and volunteers in violation are expected to immediately correct the issue. This may include having to leave work to change clothes. Repeated violations or violations that have major repercussions may result in disciplinary action, including dismissal under the Disciplinary Policy and Procedure.