

Corporate Dress Code

Introduction

This document outlines the Council's dress code for both customer facing and non customer facing staff. Compliance with the code is a requirement for all staff whether permanent or temporary/agency or interim.

Customer facing staff

This applies to all staff who are required to deal with customer enquiries at Council offices, including Customer Service centres, Libraries and Registration and Nationality access points.

Staff identified as customer facing staff are required to comply with the following requirements

1. To wear a Council name badge which will include both first name and surname. The first name will be displayed in large font.
2. A uniform where it is provided. This includes customer facing staff who provide services outside Council buildings.
3. Where a uniform is not provided staff should wear smart dark-coloured skirts/trousers with smart white shirts for men and white shirts/blouses/tops for women together with a Council provided corporate branded tie or scarf and formal dress shoes.

Dress code for all other staff

All staff not specified above including social workers should have their council ID visible at all times when on council business.

Staff will be required to wear smart business attire every day, including training days.

Managers retain the right to ask a staff member to dress differently if it is considered that a member of staff's dress is inappropriate and staff members are expected to comply. Cultural considerations will be taken into account.

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