

Corporate Clothing and Dress Code Policy

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Reviewed by	Audit & Business Sub-Committee

Corporate Fit	Internal Management Plan	✓
	Risk Register	✓
	Business Plan	✓
	Equalities Strategy	✓
	Legislation	✓

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乐意翻译

Our policies provide a framework to underpin our vision and values, to help us achieve our strategic objectives.

Our Vision

Local people, local control.

By providing quality homes and services, we will create stronger communities and a better quality of life for our customers.

Our Values

- Focused on the needs of our customers and communities.
- Supportive of our staff and Committee members.
- Responsible, efficient, and innovative.
- Open and accountable.
- Inclusive and respectful.
- Fair and trustworthy.

Strategic Direction

Consolidation and improvement: Applicable to our core business as a landlord & property manager.

Growth: Through the new build opportunities, we are taking forward.

Partnerships: Where this can help to address shared goals and increase capacity and value.

Resilience: A key priority across all parts of our business.

Strategic Objectives

Services: Deliver quality, value for money services that meet customers' needs

Homes & neighbourhoods: Provide quality homes and neighbourhoods.

Assets: Manage our assets well, by spending wisely.

Communities: Work with local partners to provide or enable services and activities that benefit local people and our communities as a whole

Our people: Offer a great workplace environment that produces a positive staff culture and highly engaged staff.

Leadership & Financial: Maintain good governance and a strong financial business plan, to ensure we have the capacity to achieve our goals.

Our Equalities and Human Rights Commitment

We understand that people perform better when they can be themselves and we are committed to making the Association an environment where employees, customers, and stakeholders can be open and supported. We promote equality, diversity, and inclusion in all our policies and procedures to ensure that everyone is treated equally and that they are treated fairly on in relation to the protected characteristics as outlined in the Equality Act 2010.

Privacy Statement

As data controller we will collect and process personal data relating to you. We will only collect personal information when we need this. The type of information we need from you will vary depending on our relationship with you. When we ask you for information, we will make it clear why we need it. We will also make it clear when you do not have to provide us with information and any consequences of not providing this. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you. Further information about this commitment can be found within our full Privacy Statements.

Policy Scope & Review

For the purpose of this policy the term Association will include all members of the Tollcross Housing Association Limited. Therefore, all employees, governing body members, volunteers, customers and other relevant stakeholders will be expected to adhere to this policy and/or procedure. All policies and procedures are reviewed every 3 years in line with best practice and current legislation. The Association reserves the right to make additions or alterations to this policy and procedure from time to time. Any timescales set out in this policy may be extended where required.

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1. Introduction and Aims

- 1.1 The safety of our employees whilst carrying out their role is of the upmost importance to the Association. In addition, the appearance of all staff is important in creating a professional image of Tollcross Housing Association. We believe that this can be achieved following the below guidance. The Association recognises that the appearance and standards of dress adopted by staff and volunteers influence confidence felt by our customers.
- 1.2 The purpose of this policy is therefore twofold:
 - i) To detail those items of protective clothing and equipment which will be provided by the Association, for use by individuals in their roles; and
 - ii) To set out the standards expected by the Association to ensure a professional business image is met.

2. Protective Clothing and Equipment

- 2.1 It is necessary for certain roles within the organisation to be provided with safety and protective clothing and equipment.
- 2.2 It is essential that postholders who are issued with any such items should ensure use of these at all times. Full training will be provided on issue.
- 2.3 For instances where individuals may be required to attend onsite on an adhoc basis, safety boots, hats and vest will be provided from stock supplies.
- 2.4 For those postholders who may have to attend site on an adhoc basis, but not in a technical capacity, a general health and safety awareness session will be provided on an annual basis and should be adhered to.
- 2.5 All the items provided will be fit for purpose, serviced and maintained and correctly stored. A register of all items together with details of servicing, issue to personnel, repairs, etc. will be kept on file by the Health and Safety Administrator.
- 2.6 In addition to the items listed below a supply of hygiene/sanitising items, coveralls, latex gloves, shoe covers etc are available from Corporate Services.

- 2.7 Protective clothing will be renewed as necessary in line with the corporate uniform renewal process below. Protective equipment will be regularly tested and renewed as necessary, unless specifically time led.

3. Corporate Uniform

- 3.1 A uniform is provided as a means of easy identification and to allow the wearer to project an image, which will promote a professional appearance. First impressions are important and as a non-verbal communication they often determine the attitude which will be conveyed in a subsequent closer relationship. A neat well-groomed appearance projects an efficient and professional image.
- 3.2 The policy applies to all staff members.
- 3.3 The Association complies with guidance from the Inland Revenue in respect of the provision of a staff uniform. The uniform is a non-taxable condition of service, and will be purchased by the Association.
- 3.4 The Association recognises and values the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress and uniform requirements.

4. Expected Outcomes

- 4.1 The expected outcomes of the Corporate Clothing and Equipment Policy for the Association are considered below:
- Improved Professional Image.
 - Improved identification of Association Staff for Stakeholders.
 - Expanded use of Corporate Brand
 - Clear list of protective clothing and equipment for posts
 - Clear responsibilities of staff members in ensuring usage of this equipment and clothing
 - More safe working practices and processes

5. Corporate Fit

- 5.1 The degree of compatibility of the Association's Uniform Policy with other corporate policies, plans and strategies is considered below:

Relevant Legislation – the Policy complies with guidance from the Inland Revenue

Equality & Human Rights Policy – THA is committed to promoting the existence and content

Business Plan – the cost of replacing corporate clothing and equipment is currently identified within the Association’s Business Plan and Budget.

6. Corporate Clothing Guidelines

- 6.1 The Association will provide a uniform to all staff that have permanent or fixed term employment contracts of 6 months or more if they choose Staff have the opportunity to supply their own uniform so long as it adheres to the corporate colours and style.
- 6.2 Staff on a temporary contract of fewer than 6 months may not be provided with a uniform.
- 6.3 New uniform selection process shall be complete by the end of the second quarter of each financial year.
- 6.4 The cost limit, per employee of the uniform will be set annually and staff made aware of any changes.
- 6.5 Staff commencing employment part way through the year will be provided with a proportionate value in uniform to ensure this is sufficient to take them through to the annual renewal.
- 6.6 No employee will be provided with a new uniform 3 months prior to the uniform renewal date.
- 6.7 Should an employee leave employment with the Association, then their uniform should be returned to the Association and recycled accordingly.
- 6.8 The Corporate style is compulsory and will be worn by all staff as part of the Association’s business. They will not be used for any private purpose. The uniform must comply with uniform protocols contained in Appendix 2.
- 6.9 Line Managers are responsible for ensuring all staff fully comply with this policy and enforce any measures necessary to administer this, including, if necessary, disciplinary procedures.

7. Procedure

- 7.1 The following procedure will be complied with for the purchase and provision of corporate clothing and equipment to staff.
- 7.2 Line Managers will confirm the eligibility of all staff for the provision of uniform and/or protective clothing to the Corporate Services Manager.

- 7.3 The implementation and purchasing process will be facilitated and managed by the Corporate Services Manager. The Association will purchase the corporate clothing and equipment on behalf of all staff who do not wish to provide their own.
- 7.4 Employees will complete a pro forma acknowledging the safe receipt of the corporate clothing and equipment and conditions attached to its use as outlined in Appendix 3.
- 7.5 Staff wishing to purchase additional clothing must ensure it complies with the uniform protocol, as per Appendix 2. Deliberate breach of the uniform protocol may result in disciplinary action.

8. Responsibilities

- 8.1 The Association will be responsible for the cost of repair or replacement of damaged corporate clothing and equipment, if the damage is accidentally incurred on Association business. This does not include items staff have purchased themselves.
- 8.2 Staff members will require Association approval prior to disposing any item of corporate clothing. In all other cases, staff members will have garments repaired or replaced at their own expense. It is the responsibility of the employee to take appropriate care of the corporate clothing and equipment in accordance with the instructions on the garment label.
- 8.3 The Association will be responsible for the cost of alterations or replacement of uniforms, if the staff member loses/gains weight due to a medical condition.
- 8.4 Similarly, the Association will be responsible for the cost of alterations or replacement uniforms that become necessary due to pregnancy.
- 8.5 In all other cases staff members will have garments altered, repaired or replaced at their own expense. It is the responsibility of the employee to take appropriate care of the uniform in accordance with the instructions on the garment label.

9. Equalities

- 9.1 An Equality Impact Assessment (EIA) has been carried out when reviewing this policy. In line with good practice the completed EIA will be published alongside the Corporate Clothing and Equipment Policy.
- 9.2 Where there is a need for follow-up action, the tasks and timeframe for achieving them shall be noted in the Equality and Human Rights Action Plan to ensure they are addressed.

- 9.3 We do not see this policy as having any direct impact upon the protected characteristics contained within the Equality Act 2010.

10. Access & Review

- 10.1 All staff will be informed of the Corporate Clothing & Equipment Policy through departmental meetings and as well as direct access via the central file on the company server (stored in G:/Corporate/Corporate Library/Policies & Procedures/Staff/...), a copy will be posted on the Intranet.
- 10.2 The Policy will be reviewed every three years or sooner as deemed necessary.
- 10.3 Employee representatives will be requested to take part in policy review and corporate clothing and equipment selection process.

Appendix 1 – Equality & Human Rights Impact Assessment

Policy	Corporate Clothing & Dress Code		
EIA Completed by	Corporate Services Assistant	EIA Date	30/04/2024
1. Aims, objectives, and purpose of the policy / proposal			
The safety of our employees whilst carrying out their role is of the utmost importance to the Association. In addition, the appearance of all staff is important in creating a professional image of Tollcross Housing Association. We believe that this can be achieved following the below guidance. The Association recognises that the appearance and standards of dress adopted by staff and volunteers influence confidence felt by our customers.			
2. Who is intended to benefit from the policy / proposal?			
Tollcross Housing Association staff.			
3. What outcomes are wanted from this policy / proposal?			
Our Dress Code Policy is to give a clear framework for what is appropriate/suitable for our employees to wear for work purposes.			
4. Which protected characteristics could be affected by proposal?	<input type="checkbox"/> Age	<input checked="" type="checkbox"/> Gender reassignment	<input checked="" type="checkbox"/> Religion or belief
	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Marriage & civil partnership	<input checked="" type="checkbox"/> Sex
	<input checked="" type="checkbox"/> Race	<input type="checkbox"/> Pregnancy and maternity	<input type="checkbox"/> Sexual orientation
5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.			
N/A			
6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4			
To account for the protected characteristics, we have adjusted the policy to be flexible and relaxed for the identified groups.			
7. What actions are required to address the impacts arising from this assessment? (This might include; collecting data, putting monitoring in place, specific actions to mitigate negative impacts).			
Flexibility already built into policy.			

Appendix 2

Uniform Protocol

These protocols apply to all staff.

1. Dresses/Skirts/Trousers

All dresses, skirts and trousers worn should be navy. Skirts and dresses should be worn at knee length or longer. These shall be embroidered with the company mark TXHA.

2. Shirts/Blouses

All shirts and blouses worn must be white. Garments supplemented by employees must be corporate in style, i.e. plain white with no adornments such as lace, sequins and should not be transparent.

3. Cardigans/Jumpers

All cardigans and jumpers worn must be, navy and embroidered with the company mark TXHA.

4. Headwear

Only approved headwear for reasons of ethnic, health and safety or legislated requirements should be worn whilst on duty.

5. Scarves/Ties

Scarves worn are to be plain turquoise. Lengths can vary to suit individual tastes. Ties are to be worn at all times and it is recognised they may be worn loose during spells of hot weather.

6. Name Badges

Name badges are an important element of the Association's corporate identity arrangements and should be worn by staff at all times.

Appendix 3

Corporate Clothing & Dress Code Policy

Acknowledgment of Receipt

I acknowledge safe receipt of the following items of corporate clothing and equipment.

	Trouser(s)		Tie(s)
	Skirt(s)		Scarf(ves)
	Dress(es)		Blouse/Top(s)
	Shirt(s)		Cardigan(s)
	Jumper(s)		

I also acknowledge and accept the terms and conditions of usage as stated in the Association's Corporate Clothing and Dress Code Policy and in particular the Uniform Protocol, at Appendix 2 of the policy.

Name		Department	
Signature		Date	