

## Uniform and Dress Code Policy

### 1. Quick Reference Guide

- This policy and procedure applies to all employees engaged on a contract of employment including fixed term contracts. It also includes Bank workers, contractors, (including those covered by a letter of authority/honorary contract), volunteers and work experience placements
- Agency workers are expected to abide by the general principles of the uniform policy.
- Clearly visible, identification badges must always be worn for security and identification purposes.
- Definition of Uniform and Work Wear - Key Requirements
- Obtaining a Trust Uniform - Application Process
- Guidance for People Managers in how to ensure the uniform and work wear policy is implemented and adhered to by all employees and workers.

### 2. Introduction and Purpose

- Our ability to deliver an outstanding patient experience every time is reliant on creating an environment where we protect the safety of patients, service users employees and workers in complying with Infection Control standards and Health and Safety Legislation. Our uniform and work wear policy is designed to comply with these standards.
- We believe that the standards of dress and appearance are an important aspect in delivering high quality service to our patients and service users.
- We recognise that due to religious, or physical reasons, there may be some occasions where this policy may be adapted.
- We will make every effort to deal with non-compliance in an informal manner. However, failure to repeatedly comply with this policy, may result in disciplinary action or if you are not an employee referral to your Agency or Manager responsible for the service you provide to consider appropriate action.

Version No.	Updated by	Updated on	Description of changes
1.0	DD of OD and P	09/07/19	Creation of new policy
2.0	Senior Business Partner Employee Relations	September 2022	Policy and Procedure in new template and greater clarity on the following sections: <ul style="list-style-type: none"><li>• Trust Issued Scrubs: Appropriate clean scrubs must be selected and worn on entering any designated theatre or other area this includes (colour agreed by the relevant DMT)</li><li>• Adaptations for Religious reasons in in line with NHS England guidance.</li></ul>

### 3 Eligibility

This policy and procedure applies to all employees engaged on a contract of employment including those on fixed-term contracts. It also excludes agency, contractor, Bank and volunteer colleagues.

**4 Scope**

**5 Definitions and Key Requirements**

The Department of Health sets out regulations to reduce the transmission of infections and improve the safety of employees and workers and patients. The requirements in complying with these regulations and the Trust’s policy on uniform and dress codes are set out below. **You are required to follow the uniform and dress codes at all times.** The uniform and dress codes include requirements when:

- Working in clinical areas,
- Working with direct patient care,
- Working in areas where there is no direct patient care,
- Dress codes when uniform is not required

Logos, slogans or printed text on clothing is prohibited where these are likely to cause offence.

Should there be any reason you are unable to follow the uniform or dress codes this must be discussed and agreed in advance with your manager or a senior leader i.e., Director of Nursing, Medical Director. We will make every effort to deal with non-compliance in an informal manner. However, failure to repeatedly comply with this policy, may result in disciplinary action.

<b>General Standards of Dress and Personal Appearance for Staff Members Wearing a Trust Uniform</b>	
<b>Bare below the Elbow</b>	<ul style="list-style-type: none"> <li>• No sleeves or garments below the elbow</li> <li>• No wristwatches</li> <li>• No wrist jewellery/bands</li> <li>• No rings with stones (only one plain can be worn)</li> <li>• No nail polish/coatings or false nails</li> <li>• Either no tie or if worn, securely tucked into the shirt</li> </ul> <p>Hands should be decontaminated with either alcohol gel or soap and water prior to and following patient contact.</p>
<b>General Standards of Dress and Personal Appearances for Staff Members Wearing a Trust Uniform Within Clinical Areas and those (non-uniform) with direct patient care.</b>	
<b>Hair</b>	<ul style="list-style-type: none"> <li>• Must be clean, neat and tied back, (where possible and always tied back where hair is below the shoulder) and off the collar (even when worn as a ponytail).</li> <li>• Fastenings must be discreet</li> <li>• Facial hair must be neat, shaped and kept short (close to the face). However, if for religious reasons, the beard is not cut, it</li> </ul>

	<p>should be tied and rolled to a short length using a cord in the manner traditional to that religion.</p> <ul style="list-style-type: none"> <li>• Where for cultural/religious reasons hair is covered (for instance with a headscarf or turban) the covering must be clean, smart and in good repair.</li> <li>• Where you are required to wear PPE that covers your face you must be clean shaven this ensures the PPE is fitted correctly to prevent transmission of infections and disease.</li> </ul>
<b>Fingernails</b>	<ul style="list-style-type: none"> <li>• Must be clean and short</li> <li>• Nail varnish, nail art, nail coatings or hardener, acrylic or false extensions must not be worn</li> </ul>
<b>Jewellery</b>	<ul style="list-style-type: none"> <li>• Staff Members must ensure that permitted jewellery is minimal and in keeping with the bare below the elbow principle</li> <li>• Only one plain metal band ring may be worn whilst involved in direct patient care</li> <li>• Rings with stones must not be worn</li> <li>• Necklaces should not be worn when involved in direct patient care. Medic alert jewellery can be worn but must be cleanable, plain and discreet</li> <li>• No wristwatches, bracelets or other hand adornments are to be worn whilst involved in direct patient care</li> </ul>
<b>Piercings</b>	<ul style="list-style-type: none"> <li>• <b>Earrings:</b> one pair of plain discreet metal studs may be worn. Stretchers in ears may have transparent coloured retainers and then transparent/skin tone-coloured caps following stretching</li> <li>• <b>Facial piercings</b> must not be worn other than as described below: -</li> <li>• <b>Tongue</b> – A discrete tongue stud may be worn</li> <li>• <b>Nose Stud</b> - one small metal stud may be worn; nose rings must not be worn.</li> </ul>
<b>Tattoos</b>	<ul style="list-style-type: none"> <li>• All new tattoos must be covered with a waterproof dressing until they have healed – further advice should be sought from the Infection Control team where such coverage may impact on the bare below the elbow principle</li> <li>• All potentially offensive tattoos should be covered by a waterproof dressing whilst at work – further advice should be sought from the Infection Control team where such coverage may impact on the bare below the elbow principle</li> </ul>
<b>Badges</b>	<ul style="list-style-type: none"> <li>• Identification badges must be worn at all times in a clearly visible position</li> <li>• Lanyards must not be worn whilst involved in direct patient contact. Identification badges should be fixed to uniforms using metal clips</li> <li>• A maximum of two additional badges of a professional nature may be worn i.e., Professional Organisation / Training Establishment badges</li> </ul>

<b>Footwear</b>	<ul style="list-style-type: none"> <li>• Health and Safety regulations mean that shoes must be suitable for the work task and should reduce potential injury to the feet in the event of an accident</li> <li>• Shoes must be clean, plain, low heeled and soft soled. They should be wipeable, enclosed and in a good state of repair</li> <li>• Shoes must be in keeping with the overall appearance of the uniform e.g., dark colour (black or navy)</li> <li>• In some areas protective footwear must be worn as defined in the local protocol</li> </ul>
<b>Tights/Socks/Stockings</b>	<ul style="list-style-type: none"> <li>• Must be changed daily, be plain and of a colour in keeping with the overall uniform</li> </ul>
<b>Clothing that Covers the Face</b>	<ul style="list-style-type: none"> <li>• Clothing that covers the face will not be permitted for staff who are in direct contact with patients, carers or visitors and for staff in other roles where clear face-to-face communication is essential</li> </ul>
<b>Additional Garments e.g., Cardigans/Jumpers/Jackets</b>	<ul style="list-style-type: none"> <li>• Should not be worn when delivering direct patient care</li> <li>• If worn at other times i.e., for warmth, should be of a plain dark colour (e.g., black or navy), clean and of smart appearance</li> </ul>
<b>Trust Issued Scrubs</b>	<ul style="list-style-type: none"> <li>• Appropriate clean scrubs must be selected and worn on entering any designated theatre or other area this includes Trust approved colours.</li> <li>• Scrubs must not be worn outside of hospital buildings unless transferring or the retrieval of patients or in an emergency. Trust scrubs must not be stored in lockers or taken home.</li> <li>• Any item of operating clothing which becomes contaminated with blood or bodily fluids must be changed as soon as possible</li> <li>• Footwear worn inside theatres should be designated for that purpose and must be able to be cleaned and decontaminated.</li> <li>• It is the responsibility of each staff member to ensure their footwear is cleaned regularly and stored appropriately</li> <li>• No designated footwear intended to be worn inside the operating theatre may be worn outside the theatre complex</li> <li>• When you leave the operating theatre, footwear that is intended to be worn inside the area must be removed and replaced for outdoor footwear. Surgeons, anaesthetists, and other personnel within Theatres who may need to leave the department during an operating list, may visit clinical areas in theatre scrubs but must change out of theatre footwear and remove masks and hats. On return, they should change into fresh attire</li> <li>• Scrubs must not be worn outside the hospital buildings or when travelling to and from work.</li> </ul>
<b>Adaptions for religious reasons</b>	<p>Headscarves must be worn unadorned and secured neatly.</p> <p>You may wear disposable over-sleeves – elasticated at the wrist and elbow – to cover forearms during patient care activity. Disposable over-sleeves can be worn where gloves are used, but</p>

	<p>strict adherence to washing hands and wrists must be observed before and after use. Over sleeves must be discarded in exactly the same way as disposable gloves.</p> <p>Where, for religious reasons, members of staff wish to cover their forearms or wear a bracelet when not engaged in patient care, ensure that sleeves or bracelets can be pushed up the arm and secured in place for hand washing and direct patient care activity.*</p> <p>In surgical theatres: headwear, for example, turbans and kippot, veils (Christian or niqab) and headscarves are permitted on religious grounds, provided that patient care, health and safety, infection control and security and safety of patients or staff is not compromised.</p> <ul style="list-style-type: none"> <li>• Normal cloth headscarves may be worn for each theatre attendance and subsequently washed at 60C with or without an additional theatre cap.</li> <li>• Orthopaedic hoods need to be opaque and cover the chest to fully meet faith requirements, in so far as it doesn't cover chest – as long as garments are secured neatly this is reasonable from infection control point of view. Alternatively, orthopaedic hoods or single use theatre disposable headscarves approved by infection control may be worn.</li> </ul>
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**General Standards of Dress and Personal Appearance for Staff Members Not Wearing Trust Uniform but Involved in Direct Patient Care**

Staff members who wear their own clothing rather than a uniform, should abide by the general principals as outlined above and those determined by their DMT. Clothing should not cause a hazard to yourself, patients, service user or other staff members and you should take Infection Control and Health and Safety matters into consideration. A professional appearance must be maintained, and clothes must not cause offence. Jeans should not be worn in the clinical environment.

**General Standards of Dress and Personal Appearances for Staff Members Not Wearing a Trust Uniform and with No Direct Patient Care**

<b>Hair</b>	<ul style="list-style-type: none"> <li>• Must be clean, neat, and tidy</li> <li>• Facial hair must be neat, shaped and kept short (close to the face). However, if for religious reasons, the beard is not cut, it should be tied and rolled to a short length using a cord in the manner traditional to that religion.</li> <li>• Where for cultural/religious reasons hair is covered (for instance with a headscarf or turban) the covering must be clean, smart and in good repair.</li> </ul>
<b>Fingernails</b>	<ul style="list-style-type: none"> <li>• Must be clean and well-manicured/short</li> </ul>
<b>Jewellery/Piercings</b>	<ul style="list-style-type: none"> <li>• Should be discrete and in keeping with the requirement of the role</li> </ul>

<b>Tattoos</b>	<ul style="list-style-type: none"> <li>• All new tattoos must be covered with a waterproof dressing until they have</li> <li>• All potentially offensive tattoos should be covered whilst at work</li> </ul>
<b>Badges</b>	<ul style="list-style-type: none"> <li>• Identification badges must be worn at all times in a clearly visible position</li> <li>• Only approved lanyards must be worn.</li> </ul>
<b>Footwear</b>	<ul style="list-style-type: none"> <li>• Must be clean and in a good state of repair</li> <li>• Must be appropriate to the work environment</li> <li>• Clerical staff who do not have access to laboratory or clinical settings, (hazardous environments), open toes shoes or sandals are permitted</li> </ul>
<b>General Standards of Dress and Personal Appearances for Volunteers</b>	
Volunteers to the Trust, should follow the same principals as staff members wearing a uniform, depending on which location you are placed i.e., clinical or a non-clinical environment, but you can find further guidance in Section 6 - Trust's Volunteering Policy	
<b>Amendments to the Uniform and Work Wear policy in Extreme Weather Conditions</b>	
During the months of July and September the Trust has agreed for Staff Members to wear tailored navy coloured knee length shorts, provided there are no Health and Safety risks.	
<b>Wearing Trust Uniform Whilst not at Work</b>	
<ul style="list-style-type: none"> <li>• Staff members will be allowed to wear Trust uniforms if they are working for the Trust outside Trust Premises or in a car and travelling directly to work.</li> <li>• Uniforms, (including ID badges and lanyards), must not be worn on public transport</li> <li>• Staff members should not smoke, be seen out socially, including shopping in a Trust uniform. This includes wearing identification badges or lanyards.</li> </ul>	

## 6 Obtaining a Trust Uniform – Application Process

If you are a new starter to the Trust, you can work with your manager in securing a new uniform. If you are a current staff member and your uniform needs to be replaced, then please go to [Appendix A - Uniform Order Form](#)

## 7 Your Responsibilities as a Staff Member

As a staff member you are responsible for ensuring that when attending work, you are presentable as you will be the face of the Trust. Uniforms should always be clean, ironed, and presentable and

maintained to a high standard. You should ensure it is regularly washed, (laundered daily), and in a good state of repair. During your shift, you may come into contact with blood and other bodily fluids, etc. Should this be the case, then you can obtain a clean uniform by talking with your manager to get a replacement.

In addition to the rules regarding uniforms, it is also your responsibility to ensure that you : -

- Not eat or drink in areas where direct patient/visitor interaction can occur
- Do not use of personal music devices and headphones whilst on duty except during designated break periods or at the discretion of the Line Manager
- To only use your personal mobile phone for work related matters to communicate clinical needs or the needs of the department through to another staff member
- The Trust operates a smoke free policy in all its owned land, buildings and services, and it is your responsibility to refrain from smoking in these areas and not whilst wearing your uniform.

Vaping or the use of e-cigarettes is permitted, but only: -

- During official breaks
- If there is no detriment to the provision of the service
- It takes place in clear, designated areas – you should not be identifiable wearing your uniform or I.D badge

## **8 Guidance for People Managers**

### **8.1 Benefits**

Your role is integral in helping us achieve our ambition to make our organisation a truly outstanding place to work. For this to happen we know that all our people need to feel valued and respected. Your role is to ensure that this policy is applied fairly and consistently throughout the Trust. You will work with managers, staff members, contractors, volunteers, and work experience students to provide support and guidance in an empathic manner, so that full compliance of this policy is adhered to.

### **8.2 Your Responsibilities as a Manager**


As a manager you are responsible for ensuring your staff member attends work in a clean and presentable manner. You should set a good example in relation to your own standards of dress and general appearance. You are responsible for ensuring this policy is applied equitably and with fairness across your department. Guidance is available from the People Department where staff members consistently do not comply with this policy.

## **9 Monitoring Compliance and the effectiveness of this policy**

This will be monitored by People Operations within the People Services Directorate. Our People managers are responsible for the implementation of this policy and procedure.

## **9 Equality Impact Assessment**

An Equality Impact Assessment has been completed and was presented to the ratifying committee at the time of approval.

<b>Appendix</b>	<b>Description</b>	<b>File</b>
<b>A</b>	<b>Uniform Order Form</b>	 Appendix A - Uniform Order Form  <a href="https://mg.salisbury.nhs.uk/media/3238/uniformorderingformfinalversionfeb2017.doc">https://mg.salisbury.nhs.uk/media/3238/uniformorderingformfinalversionfeb2017.doc</a>

<b>Post Holder /Author Responsible for Policy:</b>	Head of Employee Relations and Policy
<b>Date Written:</b>	September 2022
<b>Approved By:</b>	JCC September 2022
<b>Ratified by:</b>	OMB September 2022
<b>Next Due for Review:</b>	September 2025
<b>Date Policy effective from:</b>	01 May 2023