



**C R A I G D A L E**

**HOUSING ASSOCIATION LTD**

**Craigdale: The Home of Good Housing**

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## **Corporate Clothing Policy**

**AS WITH ALL OF THE ASSOCIATIONS POLICIES, THIS GUIDE IN FULL AND PART IS AVAILABLE IN SUMMARY, ON TAPE, IN BRAILLE AND IN TRANSLATION INTO MOST OTHER LANGUAGES.**

**PLEASE ASK A MEMBER OF STAFF IF YOU WOULD LIKE A VERSION IN A DIFFERENT FORMAT.**

**Date of Policy Review: 08.10.19**

**Date of Board Approval: 28.10.19**

**Date of Next Review: 2022**

## CORPORATE CLOTHING POLICY

### 1. Introduction

This policy aims to give guidance to staff on the standards of dress and appearance, which Craigdale Housing Association expects its staff to adhere to while carrying out their duties.

The Association will provide appropriate corporate clothing to ensure that all members of staff present a professional and collective image, whilst conducting Association business and ensuring the clothing is appropriate for the environment in which staff work.

Craigdale Housing Association will make reasonable adjustments to its Corporate Clothing Policy to ensure compliance with Equalities legislation.

The Policy is not exhaustive in setting out acceptable and unacceptable standards of dress and appearance, and staff must use their own judgement and common sense in deciding what is appropriate to wear when carrying out their duties and responsibilities.

For the purposes of this policy 'Corporate Clothing' is defined as a uniform designed to promote Craigdale Housing Association's high standards and professional image and will be supplied by an approved supplier under the Association's Tendering process.

Corporate clothing is not personal protective equipment.

### 2. Responsibilities

#### a. Director

It is the responsibility of Director to ensure all staff comply with this policy and wear their corporate clothing while carrying out their duties and responsibilities.

#### b. Employees

All members of staff are responsible for their own personal appearance and should consider how others may perceive their general presentation and appearance while representing the Association.

Staff are responsible for following the standards set out in this policy and must understand that failure to not wear corporate clothing may result in disciplinary action. New employees will be made aware of the standards of dress during their staff induction.

Staff are responsible for keeping corporate clothing clean and in good repair. Damage to, or loss of corporate clothing must be reported to the Director as soon as possible; staff may be required to pay for clothing damaged or lost through their own negligence.

### 3. Corporate Clothing

The Association's colour scheme will be a dark coloured suit (comprising of trousers, skirts, dresses and jackets) and a contrasting colour for shirts, blouses or polos. All corporate clothing items will show some form of Craigdale Housing Association identification e.g. embroidered CHA initials or Craigdale logo for HMRC tax purposes.

Staff will be consulted on an annual basis on the choice of corporate clothing for the following year. In the event of disagreement over choices available, each permanent member of staff will have one vote and the decision will be made on the majority vote. The Director will have the casting vote.

### 4. Annual Allocation of Corporate Clothing

Full time members of staff will receive a maximum of:

Normal Selection		Alternative Combination		Alternative Combination		Alternative Combination	
1	Suit jacket	1	Suit jacket	1	Suit jacket	1	Alternative Combination
1	Cardigan/Jumper	1	Cardigan/Jumper	1	Cardigan/Jumper	1	Suit jacket
1	Neck Scarf/Tie	1	Neck Scarf/Tie	1	Neck Scarf/Tie	1	Cardigan/Jumper
3	Dresses/Saris; OR	2	Dresses/Saris; OR	1	Dresses/Saris; OR	0	Neck Scarf/Tie
3	Skirts/Trousers	1	Skirts/Trousers	2	Skirts/Trousers	3	Dresses/Saris; OR
5	Blouses/Shirts	2	Blouses/Shirts	3	Blouses/Shirts	5	Skirts/Trousers

Staff who work part-time, or job share, will receive a reduced allocation according to the numbers of hours worked. Members of staff classed as Home Workers will also receive a reduced allocation, this will be calculated in accordance to the number of hours they are required to work in the office.

Staff can purchase additional items of corporate clothing from the approved supplier at their own expense if they so wish.

Staff will be required to sign a declaration form (Appendix 1) confirming the number and type of corporate clothing items issued each year and agreeing to abide by the conditions contained within this policy.

## 5. Footwear

Footwear will not be provided as part of corporate clothing however staff should ensure their footwear is appropriate for the environment in which they work and for the duties they carry out.

Comfortable/casual footwear is acceptable in the office. For staff who need to go out on visits they will have to make sure that footwear is enclosed and protects your feet as this is necessary for Health & Safety reasons.

Staff identified as requiring safety footwear will be issued with such as per the Personal Protective Equipment protocol.

## 6. Dress Code

All members of staff are expected to dress in accordance with the duties of their post, and variations to the dress code may be appropriate in certain circumstances, for example:

Event	Description of Clothing
Front line staff (office/reception)	Corporate Uniform
Home or Site visits with tenants or contractors	Corporate Uniform or Smart casual
Meetings – appropriate to level of meeting	Corporate Uniform
Training/Seminars/Conferences	Corporate Uniform or Smart casual
Staff/Board Away Days	Polo tops with casual clothing
Community Events	Polo tops with casual clothing

## 7. Guidelines

Smart Casual means: polo-shirts, shirts (open at the neck), blouses with trousers, skirts and dresses

Casual means: non-corporate/staff member's own clothing. Items worn must not be frayed or torn (unless part of the design). Appropriate footwear must always be worn.

## **8. Warm Weather**

Staff coming into work are permitted to wear more casual clothing during warm weather, if they feel the office uniform is going to be too warm to wear i.e. our corporate polo shirt, loose fitting top, trouser/skirt/dress would be permitted. However, for example, strappy tops, jeans, short denim shorts would not be acceptable.

## **9. General Care Instructions**

All items of corporate clothing supplied by Craigdale Housing Association will be machine washable and employees are responsible for ensuring they follow the correct care guidelines to maintain the appearance of their corporate clothing.

Uniforms will be replaced after 12 months, on a new for old basis, and all returned items will then be recycled by the Association.

## **10. Unacceptable Clothing & Footwear**

The following items of clothing are examples of unacceptable clothing either on the grounds of health and safety or the Association's public image:

- Sports or leisure clothing (unless appropriate to a community event) or beachwear
- Items of clothing bearing logos, slogans or graphics which may cause offence
- Clothing should be of a sensible length; appropriate to the working duties to be performed and not cause any health & safety concerns
- Footwear - no flip flops (or equivalent) or excessively high heeled shoes which could result in the member of staff tripping, falling or injuring themselves

## **11. Outdoor Clothing**

The Association will supply all staff with outdoor fleeces and rain proof jackets every 2 years. Jackets and fleeces will show some form of Craigdale Housing Association identification e.g. embroidered Craigdale logo for HMRC tax purposes.

Protective clothing such as safety shoes will be supplied as required to appropriate members of staff, where such clothing is required in order to carry out the member of staff's duties.

## **12. Temporary Staff & New Staff**

Staff employed on temporary contracts will be issued with clothing depending upon the contract term:

- Over 6 months contract or more – full uniform allocation
- 6 months and under – polo shirts

The same principles for temporary staff will apply to new staff starting employment with the Association.

### **13. Accessories**

Staff are encouraged to use a common-sense approach with regards to the clothing, footwear, jewellery or glasses which they wear to work. Staff must ensure that all accessories are appropriate to the type of work they carry out and be mindful of the potential for damage or loss to their personal property, which may arise as a result of carrying out their duties.

### **14. Equality & Human Rights Statement**

Craigdale Housing Association will make reasonable adjustments to its Corporate Clothing Policy to respect the wearing of religious, ethical and cultural dress requirements and to meet the needs of any disabled members of staff. We will ensure any restrictions we impose to individual requests to vary the Association's Corporate Clothing Policy are connected to real business or health and safety reasons therefore ensuring that we fully comply with Equalities & Human Rights legislation.

### **15. ID and Name Badges**

It is the policy of the Association that all staff always wear name badges whilst carrying out their normal duties within the office. Staff who work off-site or visit tenants' homes should wear name badges and carry photographic ID.

### **16. Termination of Employment**

All corporate clothing must be returned clean to the Director on the last day of employment. Failure to return clothing may result in an invoice for the items being raised and issued to the member of staff.

### **17. Board Members**

All Board Members will be issued with 1 polo shirt on an annual basis. The polo shirt will bear the same Craigdale logo as the staff uniform and the colour will be the same or will compliment the colour of shirts and blouses worn by staff.

Board Members will be expected to wear the polo shirt at, Business Away Day's, conferences and community events.

Board Members will also be issued with name badges and are always expected to wear them when representing the Association at external meetings and events.

If a Board Member resigns, they should return their polo shirt clean to the Director on the date their resignation is effective from.

## **18. Appeal Procedure**

Any Staff Member, or Board member who feels aggrieved by any decision taken under this policy will have the right to appeal to the Director in the first instance and ultimately to the Staffing Committee.

## **19. Value for Money**

Corporate clothing items will be procured in compliance with the Association's Value for Money Policy (VFM) and Procurement Policy.

To evidence VFM, the Association will ask Staff on an annual basis through the independent Staff Satisfaction Survey whether they feel corporate clothing is VFM and something they wish to continue participating in.

A VFM question will also be included in the next full independent Tenant Satisfaction Survey which is due to take place in 2022 at the latest.

## **20. Policy Review**

The Corporate Clothing Policy will be reviewed at least every 3 years.