



Policy:	Personal Hygiene & Business Attire	Reference:	PHBASES0080
		Review Date:	01/2023

Purpose.

This policy aims to set out SES Engineering (Newark) Ltds policy in relation to company dress code and personal hygiene.

SES Engineering (Newark) Ltd requires all employees to present themselves in a professional manner, regarding attire, personal hygiene and appearance. These standards are commensurate with our organisational practices of appropriate business conduct, professionalism and dress code.

Scope.

1. Work-appropriate hygiene.
2. Acceptable levels of personal grooming.
3. Appropriate business attire.
4. Workplace inappropriate attire.
5. Personal protective equipment.
6. Policy compliance.

Hygiene.

SES Engineering (Newark) Ltd employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Maintain personal cleanliness by bathing daily.
- Oral hygiene (brushing of teeth) required.
- Use deodorant / anti-perspirant to minimise body odours.
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
- Clean and trimmed fingernails (¼ inch long or less).
- Wash hands after eating or using the toilets.

Personal Grooming.

- Clothing must be clean, pressed, in good condition and fit appropriately.
- Socks must be worn with shoes/boots/wellies.
- Neat and well-groomed hair, sideburns, moustaches and beards (no artificial colours e.g., pink, green, etc. that would be deemed unprofessional).
- Moderate make-up.
- Secured long hair in particular when using machinery (hair must be tied back to prevent potential for being caught in equipment).
- Clothing must not interfere with the safe operation of equipment.
- No dark glasses (unless prescribed by a physician).
- Limited jewellery and no dangling or large hoop jewellery that may create a safety hazard to self or others including wedding bands within the workshop and on site. A general rule of thumb is that if a pencil can be passed through a hoop earring it is not safe to wear near operating equipment.

Business/ working attire.

SES Engineering (Newark) Ltd by definition of the industry in which we work will provide all employees with weather appropriate safety clothing including trousers, t-shirts, jumpers, jackets, bib & brace in addition to safety footwear consistent of boots/wellies. Employees are to wear this clothing at all times, both within the office, workshop and on site. All clothing is branded and logos with the company name and individual's name.



Inappropriate Attire.

The following items are not permitted in any area during normal working hours:

- Sweatpants
- Jogging pants
- Pants that expose the midriff, underwear or leggings
- Gym shorts
- Bicycle shorts or other athletic shorts
- Low-cut tops
- Halter tops
- Spaghetti strap tops
- Tops that expose the midriff or underwear
- Mini skirts
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting
- Any form of clothing that is overtly commercial, contains political, personal or offensive messages
- Plastic flip-flops or sandals
- Beach footwear

Personal Protective Equipment

- Personal/Protective safety equipment must be worn at all times in areas where such equipment is required.

Clarification

- Every employee is responsible for exercising sound judgment and common sense for his or her attire at all times. If an employee is deemed to be wearing inappropriate attire, his/her manager is responsible for coaching the employee accordingly.
- Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines or a particular business areas dress requirement, contact your manager.

Compliance

- Departure from appropriate grooming, hygiene and attire standards will result in employee counselling and/or disciplinary action up to and including termination of employment.
- Personal appearance standards may be reviewed periodically and updated as deemed necessary.