



Dress Code Policy

Introduction

All employees are required to be neat, clean and tidy while at work, whether working on the organisation's premises or elsewhere. Employees must adhere to the following standards, particularly when in contact with students, clients, customers and members of the public and wear smart casual clothing to work.

Standard office wear:

- Smart trousers (including dark denim or black smart jeans) or skirt, smart shirt / polo shirt or blouse, and smart footwear
- Staff are permitted to wear a branded staff polo T-shirt in place of smart shirt or blouse
- SU branded lanyard with staff ID card and staff name badge at all times
- SU branded sports clothing, including shorts may be worn on Wednesdays

Certain items are not permitted:

- Scruffy / torn trousers
- Micro or very short miniskirts
- Low cut t-shirts, blouses and transparent clothing or unbuttoned shirts
- Shorts (except SU branded shorts on Wednesdays)
- Sports clothing for example tracksuits and football shirts
- Sweatshirts or t-shirts with slogans or symbols that could cause offence
- Trainers, flip-flops
- Hats, excessive or unconventional jewellery or hair styles

As an exception to the above formal dress requirements, an employee may wear casual clothing (jeans, T-shirt, polo T-shirt) to work every Friday, unless advised otherwise by their manager and subject to business requirements.

Clothing must be neat, clean and in a good state of repair at all times. The wearing of items arising from particular cultural/religious norms (e.g. hijab, kippah, mangal sutra) is permitted.

Any employee who disregards these rules will be subject to disciplinary action. In serious cases, where an employee's appearance is, in the organisation's view unacceptable, the employee will be required to return home to change. In these circumstances, the employee will have to record their absence from work on their flexi record.

In circumstances which an employee feels it is inappropriate or unpractical to adhere to these guidelines, prior permission should be sought from the employee's line manager.