

Dress Code Policy

This policy sets out Aura Retrofit Limited's dress code. We encourage everyone to maintain an appropriate standard of dress and personal appearance at work. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

- promote a positive and professional image
- respect the needs of men and women from all cultures and religions
- make any adjustments that may be needed because of disability
- take account of health and safety requirements; and
- help staff and managers decide what clothing it is appropriate to wear to work

Managers are responsible for ensuring that this dress code is observed and that a common-sense approach is taken to any issues that may arise. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your line manager.

Failure to comply with the dress code may result in action under our Disciplinary Procedure. We will review our dress code periodically to ensure that it reflects appropriate standards and continues to meet our needs.

This code applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers and interns.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

Appearance

Whilst at work you represent us with clients and the public. Your appearance contributes to our reputation and the development of our business. You should appear clean and tidy, any jewellery, tattoos or items of clothing, which may cause offence to others, including clients or other employees, should not be seen. It is inappropriate to wear cut-off shorts, crop tops, see-through material or clothing that exposes areas of the body normally covered at work.

Different departments may have specific clothing requirements, for example, because their work is customer-facing or raises particular health and safety concerns.

All staff should wear smart and appropriate attire for their working environment and for the type of work they are carrying out.

If you have been provided with a uniform then you must wear it at all times, together with your identification badge. It is your responsibility to ensure your uniform is kept, neat, tidy and clean at all times.

Footwear must be safe and clean and take account of health and safety considerations. Flip-flops and open-toe shoes are not acceptable for employees working on site.

Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.

You should not wear clothing or jewellery that could present a health and safety risk.

Religious and cultural dress

You may wear appropriate religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it creates a health and safety risk to you or any other person or otherwise breaches his policy.

If you are unsure of this code or have difficulty complying with the requirements, due to personal, religious, cultural or any other genuine reason then you should contact your manager immediately.

Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the Health and Safety Officer