

White Rose Rugby Ltd
Dress and Appearance Policy
1 January 2024

1. Introduction

Employees of White Rose Rugby Ltd (“the Company”) are expected to maintain an appropriate standard of dress, appearance and hygiene to ensure that the Company’s professional image and reputation are maintained both in the workplace and when working remotely. This policy is designed to guide employees on the required standards of dress and appearance.

This policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and the Company expects employees to use their common sense in dressing for work. The management team of White Rose Rugby Ltd will be the sole judge of what is and is not appropriate for the purposes of this policy.

Employees are required to be neat, clean, well-groomed and presentable whilst at work, whether working on the Company’s premises, remotely or elsewhere on Company business.

When working remotely, and taking part in video meetings (e.g. via Teams or Zoom), employees’ appearance should be in line with the standards of this policy, particularly when holding meetings with customers or clients.

Employees will never be asked to wear inappropriate clothing such as short skirts or low-cut tops, shoes of a particular height or instructed to wear make-up.

If employees do not comply with these rules, they will be subject to disciplinary action. In addition, and depending on the circumstances, employees may be required to go home and change their clothing. If this happens, employees will have no right to be paid for the duration of any absence from work.

2. Religious and Cultural Dress

The Company recognises the diversity of cultures and religions of its employees and accepts that members of certain ethnic or religious groups are subject to strict religious or cultural requirements in terms of their clothing and appearance. Employees may wear appropriate religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it creates a health and safety risk to the employee or any other person or otherwise breaches this policy.

Subject to necessary health, safety, security and hygiene requirements, the Company will take a sensitive approach and not insist on dress rules which run counter to religious or cultural norms. However, priority will be given to health and safety, security and other similar considerations. Employees who are uncertain as to whether an item of clothing is acceptable or who require further information and guidance on cultural and religious dress in the workplace should speak to a Director.

3. Company Dress Code

- 3.1 Employees are expected to wear White Rose Rugby Ltd provided uniform during all working hours which, to avoid confusion, would generally be interpreted as:
 - 3.1.1 Employees must ensure that they wear their uniforms at all times during working hours, unless advised otherwise by their manager. Uniforms must always be clean and worn in a presentable fashion. The uniforms issued must not be altered in any way without the Company's permission.
 - 3.1.2 The Company understands that there may be circumstances that make it difficult for some employees to follow this dress code (if, for example, an employee has a disability or is experiencing menopausal symptoms). If this is the case, employees should speak to a Director to discuss how the Company can support them and make reasonable adjustments where possible.
 - 3.1.3 Uniforms remain the property of the Company and damage or loss must be reported to a Director as soon as possible. Employees must take responsibility to ensure that good care is taken of uniforms and may be required to pay for clothing damaged or lost through negligence.

4. Monitoring and review

The Company will review this dress and appearance policy periodically to ensure that it reflects appropriate standards and continues to meet our needs.

This policy does not form part of employees' terms and conditions, and the Company can amend it at any time.