

Staff Dress Code

Introduction

As an organisation we recognise that the way we dress and the image we present influences how residents, Members and other people see us. It also impacts on the perceptions of staff and it can help to shape the culture of the organisation.

That's why it's important that we dress and present ourselves in a way that is:

- Professional
- Modern
- Smart
- Consistent with our aims and values as an organisation

Dress Code – Key Principles

- All staff must wear business appropriate clothing or dress in their DBC staff uniform while at work or when representing DBC at an external event or venue.
- If a staff member cannot wear some items of business appropriate clothing because of work, cultural, religious, or medical reasons, they need to agree an alternative with their manager.
- It is up to managers to determine whether clothing is (or is not) business appropriate, but the minimum expectation for staff in the Forum is:

Men:

- Smart collared shirt
- Smart trousers (no jeans)
- Smart business shoes

Women:

- Smart top and smart skirt/trousers (no jeans)
- *Or* Smart dress
- Smart business shoes

Any formal meetings with councillors or other external partners, staff must dress in formal business clothing. For example male staff wearing a tie and jacket. If a staff member has any questions they should speak to their line manager.

Agency workers, consultants/interims, and partner staff working in DBC buildings will be expected to follow the Dress Code in exactly the same way as direct DBC employees.

Maintaining the Dress Code

Line managers are expected to ensure that their staff are sufficiently smart at work. If there are issues they must raise this with the member of staff,

Implementation

These dress guidelines will be introduced to staff as part of the Forum induction process and will be used as part of the new starter process thereafter.