

Heritage Care at Home Ltd

Uniform Policy

Policy reviewed and valid from: 01/01/20



Purpose

The appearance of employees reflects the image of our company and has a significant impact on the way we are viewed by Managers, Customer's, Colleagues including D/N, GP, OT etc and the general public. Heritage Care at Home Ltd (HCH) aims to provide its employees with comfortable and professional uniforms that project a good image and comply with Health and Safety guidelines.

Policy

Employees should always be dressed neatly and appropriately for the type of work they perform. Current uniforms must always be worn when on duty and should be kept well maintained. All aspects of the uniform must be worn. Under no circumstances, is a superseded uniform to be worn.

Every employee must adhere to the Uniform Policy and Procedure. Managers are responsible for ensuring that these guidelines are met. The standards apply to all employees – full-time and part-time.

In the event that any employee arrives for work in a way that is not in line with this policy, their Manager will advise them that they are not dressed or groomed appropriately to perform their duties, on the first occasion. They will be given the opportunity to address the issues immediately, and if necessary, to return home to change (the time to travel and change will not be paid). Any deliberate breaches of this policy could result in disciplinary action being taken against the employee. Any further incidents will be considered in breach of company policy and further action in accordance with the company Disciplinary policy will be taken.

Uniforms will be supplied to relevant staff and will remain the property of Heritage Care at Home Ltd (HCH) however full responsibility for maintenance and cleanliness will remain with the employee, including exchange of damaged uniforms.

Heritage Care at Home Ltd (HCH) requires a high standard of personal presentation and grooming. Uniforms will be supplied to all Care staff and must be worn at all times during actual work hours, and in accordance with the following policy and procedure.

Uniform Items

New employees will be issued with 2 Tunic uniforms which will be paid for by HCH and additional where deemed necessary will be subsequently provided. The employee will provide black tailored trousers (not jeans, jogging bottoms, and jeggings, legging or similar). Black filled in shoes (Small Ballet/Pump shoes do not fit the criteria); the necessity to wear correct footwear is essential to both the carers and customers safety, therefore footwear must be filled in, with non-slip soles and be appropriate for work, if you are unsure if your shoes are appropriate for work, please discuss with Karen Jefferson or Pat Smith.

No long sleeved tops, or high neck tops to be worn underneath the uniform, if a T shirt is worn the neckline has to be beneath the tunic so it is not visible.

Jewellery

The only Jewellery that should be worn is a wedding ring. Ear piercings are acceptable, provided the jewellery is of a conservative and professional nature, such as studs and sleepers. In order to maintain a safe workplace, wearing facial piercings other than in ears is not permitted (ie nose rings, eyebrow rings, tongue, etc).

Hair

Hair should be worn in a neat and tidy fashion and be of a discrete and professional colour and style. Long hair should be worn tied back.

Tattoos

Tattoos, that could be perceived to be offensive, should be discretely covered (e.g. tattoos of naked men/women, skulls or daggers dripping blood, etc).

Pregnant Employees

Pregnant employees are expected to adhere to the company dress standards. If larger garments are required, please order these from Office.

Exchanges

If Uniforms do not fit correctly; please send them back to the Office where they will be exchanged for the correct size

Returning Uniforms and Company property

All employees are to return uniforms on termination, along with other company property to their manager within 10 days of their last day of employment. Employees are required to pay for the replacement costs of non-returned uniforms.

Responsibilities

Employee

- Treat the uniform with care.
- Wear the uniform at all times during work hours.
- Ensure that the uniform is kept clean and presentable at all times. Which includes being neat and ironed.
- Ensure the uniform is replaced if it becomes faded, ripped or torn.