

EMPLOYMENT POLICY

Dress & Uniform

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1. Introduction

- 1.1. Lothian recognises the importance of how people dress and appearance at work. Our colleagues are representative of the organisation's image and values and should be dressed accordingly.
- 1.2. All colleagues must be aware that the way in which they dress and present themselves plays a significant part in the image that Lothian portrays to our customers, suppliers and other colleagues. Uniform is a way to uphold Lothian's reputation and as such colleagues should be mindful of their conduct at all times when wearing Company issued workwear.

2. Purpose

- 2.1. The purpose of this policy is to ensure that all colleagues are informed and aware of the organisation's policy in relation to the required standards of appearance and dress at work.

3. Scope

- 3.1. The scope of this policy applies to all employees within the Lothian Group of businesses.

4. Definitions

- 4.1. **Uniform** is a type of clothing worn by members of an organisation whilst participating in that organisation's activity.
- 4.2. **Business Attire** is the type of clothing that employees may be required to wear to work when it is not a requirement of their role to wear uniform.
- 4.3. **PPE (Personal Protective Equipment)** is equipment or garments that will protect the user against health or safety risks at work.

5. Principles

- 5.1. This policy is not exhaustive in defining what is considered acceptable standards of dress and appearance therefore everyone to whom this policy applies, including supervisors and managers should use and apply common sense in adhering to this policy.

6. Equality & Diversity

- 6.1. Lothian recognises the diversity of culture, religions and disabilities of its colleagues and will take a proactive and mindful approach when this affects the dress and uniform requirements.
- 6.2. The wearing of religious and cultural dress is permitted, though may need to meet specific parameters or requirements. Advice and guidance should be sought from a supervisor, manager or a member of Human Resources team as to what may be worn. The wearing of religious or cultural dress does not supersede or take priority over uniform or PPE.

6.3. The wearing of any item of clothing or accessory (including jewellery of any sort) may be prohibited where the health or safety of any individual could be compromised by the wearing of such items.

7. Procedure

7.1. All colleagues are required to be presentable, clean and well-groomed whilst at work, whether they are working on the organisation's premises or elsewhere where they are representing the organisation.

7.2. Appearance

7.2.1. Hair including facial hair should be neat, tidy and well-groomed.

7.2.2. Colleagues who are issued with name badges as part of their uniform should ensure that they wear them at all times when working.

7.2.3. Only badges issued by the company are permitted to be worn. A maximum of three badges may be worn at any time.

7.2.4. Catering colleagues required to wear a skull or baseball cap as part of their uniform should ensure hair is tied up in a bobble and under the cap, where possible.

7.2.5. Any jewellery, including facial piercings, should be covered where possible or removed during working hours, if considered a safety risk. Wedding bands and suitable/discreet earrings are acceptable for the purpose of this policy.

7.2.6. Tattoos or body art that are vulgar, obscene, or could cause offence to others are prohibited in the work place, and should be kept covered at all times.

7.2.7. All colleagues are expected to maintain a high standard of personal hygiene.

7.2.8. Catering colleagues' nails must be kept short and clean.

7.2.9. Catering colleagues should not wear nail polish, false nails or nail extensions whilst carrying out their duties in the work place.

7.3. Uniform

7.3.1. Colleagues who are required to wear a uniform must ensure they do so during working hours, unless advised otherwise by their manager or as communicated by the organisation. Please speak to your line manager to ascertain the items of uniform you need for your role.

7.3.2. Colleagues who are required to wear a uniform must only wear the current issued uniform. Uniform items that belong to previous uniform styles or issues should not be worn.

7.3.3. Colleagues should ensure that their uniform is always clean and worn in a presentable fashion.

7.3.4. Colleagues who are required to wear a uniform must ensure that their footwear is solid black non-slip footwear and should be of an acceptable standard. Drivers are required to wear footwear that covers the entire foot (e.g no flip flops or “croc’s” style) and has a non-slip sole. Engineers and other technical roles are required to wear safety footwear as per the requirements of their role. Airlink colleagues are permitted to wear dark brown footwear.

7.3.5. Any uniform that has been issued by the business must not be altered in any way without the organisation's permission.

7.3.6. Colleagues who are invited to attend a disciplinary hearing or interview whilst on suspension must attend in full uniform.

7.3.7. Colleagues attending training courses, including CPC training, must attend in full uniform

7.3.8. Colleagues who are on long-term sick leave and are to attend a wellbeing or absence review meeting are not required to wear uniform.

7.3.9. For engineers attending any of the meetings outlined in 7.3.6/7/8 they should dress accordingly and be of smart presentation, no shorts flip flops or vests to be worn.

7.3.10. The business may choose to relax the wearing of ties during summer or exceptionally hot periods. If a colleague chooses not to wear a tie during the specified period only the top button of the uniform shirt may be unbuttoned at any time. Relaxation on the wearing of ties is at the discretion of the business and not out-with 01

May to 15 September in any given year. This may be reviewed at any time and changes notified accordingly.

7.3.11. If a colleague is required to attend any internal meetings, they will be required to fully observe uniform standards as outlined in clauses 7.3.1 through 7.3.4.

7.3.12. Equally, union representatives when stood down are required to fully comply with uniform standards and must be correctly attired when representing their members.

7.3.13. Colleagues are not permitted to enter licensed premises or drink alcohol whilst wearing uniform or any company branded item that could identify them as an employee of Lothian. Any employee failing to comply with this may be subject to disciplinary action up to and including dismissal.

7.4. Business Attire

7.4.1. Where uniform is not a requirement of the role it is important that colleagues' dress in a professional manner. Colleagues whose role does not require the wearing of a formal uniform are required to dress in a professional manner unless advised otherwise by their manager, or as communicated by the organisation. Colleagues should

refer to their Line Manager or Head of Department for guidance on what constitutes appropriate business attire for their specific department within the business.

7.4.2. Colleagues should ensure that their **business attire** is always clean and worn in a presentable fashion.

Personal Protection Equipment (PPE)

7.4.3. Colleagues who are required to wear PPE must ensure they do so as per the role or task being undertaken. Failure to wear the correct, required PPE may result in disciplinary action up to and including dismissal. PPE includes the wearing of a company issue high visibility vest in and around traffic movement areas as per the individual site regulations.

7.4.4. Colleagues who are required to wear PPE must only wear PPE that is issued to them by Lothian.

7.4.5. Any PPE that has been issued by Lothian must not be altered in any way without the organisation's permission.

8. Colleagues' Responsibilities

- 8.1. Colleagues must comply with the appearance, uniform, PPE and/or business attire requirements as appropriate to their role and as set out in this policy.
- 8.2. Colleagues should inform their manager of any discretionary reason that they may need adjustments made to their uniform or PPE.
- 8.3. Colleagues must take good care of any uniform or PPE that has been issued to them by the business.
- 8.4. Colleagues should notify their line manager if their uniform or PPE becomes worn or damaged and if it needs replaced.
- 8.5. Upon termination of employment, colleagues are required to return any uniform or PPE that has been issued to them by the business. Failure to return may result in the business withholding all or part of the final salary payment to cover off items not returned.

9. Manager Responsibilities

- 9.1. Managers must ensure that the Dress & Uniform Policy is implemented within their area of responsibility and that colleagues are aware of the policy and its requirements.
- 9.2. Managers must ensure that colleagues are aware of and have access to the correct uniform and/or PPE for their role.
- 9.3. Managers must endeavour to maintain a safe and healthy working environment where uniform or business attire is appropriate to the duties being undertaken including the use of PPE.
- 9.4. Managers must address any concerns raised by a colleague who believes that their personal requirements or circumstances are not being met in relation to this policy. The manager should meet with the employee and where relevant or if required be supported by a member of the Human Resource team , to discuss their personal requirements.

10. Compliance

10.1. When a colleague fails to adhere to the required standards of dress and appearance at work as outlined in this policy, formal or informal action may be taken. Dependant on the severity of the infraction, the sanction may range between verbal advisement or being sent home without pay (for a minor or medium level isolated infraction), up to and including dismissal (for a severe or repeated infractions)

11. Version Control

Version No.	Date of Change	Change made by:	Key Amendments
V1.0	23/08/2018	K Davidson	Published
V2.0	15/02/2019	K Davidson	Published

V2.1	21/05/2019	C Cheyne	Amendment to 7.3.9
V2.2	14/08/2019	C Cheyne	Amendment to 7.3.1 & 7.3.9
V2.3	25/09/2019	C Cheyne	Amendment to point 7
V3.0	01/07/2024	D Cameron	Amendments to points 4.1, 4.3, 6.2, 6.3, 7.2.3, 7.3.1, 7.3.4, 7.3.6, 7.3.7, 7.3.9, 7.3.10, 7.3.12, 7.3.13, 7.4.1, 7.4.3, 7.4.4, 9.4, 10.1.

This policy does not form part of employees' terms and conditions of employment and may be varied from time to time in accordance with business and legislative requirements.