



GEODEC Dress Code & Personal Presentation Policy

1. Purpose

This policy outlines GEODEC's expectations for the dress, appearance, and personal hygiene of all employees and subcontractors. Its purpose is to ensure professionalism, safety, and the protection of GEODEC's brand and reputation on all sites.

2. Scope

This policy applies to all GEODEC employees, subcontractors, and agency workers while carrying out duties on behalf of GEODEC, whether on client premises, public areas, or GEODEC-branded environments.

3. General Requirements

- All personnel must present themselves in a professional, clean, and tidy manner at all times.
- GEODEC reserves the right to request immediate correction of appearance if standards are not met.
- Failure to comply may result in removal from site, disciplinary action, or termination of subcontractor agreements.

4. Clothing Standards

- **Branded Clothing:** GEODEC branded clothing (t-shirts, polos, sweatshirts, jackets, or supplied uniform) **must be worn on all sites.**
- **Overalls/Workwear:** Clean, unsoiled overalls or approved workwear must be worn while carrying out decorating or related tasks. Overalls must be fully fastened where required.
- **Condition of Clothing:** Workwear must be clean at the start of each shift. Excessively dirty, torn, or damaged clothing is not permitted.
- **Footwear:** Safety-compliant footwear (steel-toe boots or equivalent) must be worn at all times. Trainers, sandals, or unsafe footwear are prohibited.
- **PPE:** All required PPE (hard hats, gloves, masks, eye protection, hi-vis, etc.) must be worn as specified by risk assessments or client site rules.



5. Personal Hygiene & Grooming

- Personnel must maintain a good standard of personal hygiene, including regular washing and deodorant use.
- Hair must be kept clean and, where long, tied back securely when working on site.
- Beards and facial hair must be neatly trimmed.
- Strong odours (body odour, smoke, excessive cologne/perfume) are not acceptable.
- Fingernails must be clean and kept at a practical length.

6. Jewellery & Accessories

- Only minimal, safe jewellery (e.g., wedding bands, small studs) may be worn.
- Dangling jewellery, chains, or accessories that present a hazard are prohibited.
- Company-branded accessories or PPE must be worn when issued.

7. Prohibited Clothing & Appearance

- Non-GEODEC branded casual wear (e.g., football shirts, hoodies, graphic t-shirts) is not permitted on site.
- Clothing with offensive slogans, political, or religious symbols is not permitted.
- Ripped jeans, shorts, or inappropriate attire are strictly prohibited.

8. Identification

- All personnel must carry valid ID and/or GEODEC-issued ID badges/lanyards while on site.

9. Smoking, Vaping & Substances

- Smoking or vaping is only permitted in designated areas outside client property.
- Anyone under the influence of alcohol, drugs, or illegal substances will be removed from site immediately and may face disciplinary or contractual action.



10. Branded Image Protection

- GEODEC-branded clothing must not be worn outside work in situations that could damage the company's reputation (e.g., anti-social behaviour, inappropriate social media posts).

11. Uniform Care & Responsibility

- Personnel are responsible for laundering and maintaining uniforms in a clean, serviceable condition.
- Lost or damaged branded items must be reported immediately. Replacement costs may be charged if loss/damage is due to negligence.

12. Site-Specific Rules

- Some clients may require additional site-specific dress standards. These must be followed in full alongside GEODEC's policy.

13. Weather-Appropriate Clothing

- Weather-appropriate clothing must be worn (e.g., waterproof jackets, thermals, sun protection) provided it is safe, professional, and does not conflict with GEODEC branding.

14. Representation Standard

- At all times, employees and subcontractors represent GEODEC.
- Any breach of this policy, particularly where it affects client perception, safety, or brand reputation, may result in removal from site and further action.

Signed By:

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