The HOLT Dress Code Policy

Our Dress Code Policy outlines how we expect our employees to dress whilst at work. Employees should be aware that their appearance matters when representing our company in front of clients, visitors or other parties. An Employee’s appearance can create a positive or negative impression that reflects on our company and culture.

Scope of this policy.

This policy applies to all employees, the Director, and Trustees of The HOLT.

Policy elements

These dress code rules always apply:

* Employees have the option to purchase and wear The HOLT tops with logo if they choose to do so.
* All employees must be clean and well groomed. Grooming styles dictated by religion and ethnicity are not restricted.
* All clothes must be work appropriate, so flat shoes or boots, no heels, and no low cut or revealing tops, or tops with suggestive or rude logos.
* Skirts that are very short must be worn with leggings or thick tights to preserve modesty.

Our company official dress code is Smart/casual or casual.

We may change our dress code in special cases, such as when attending a formal event, when we would require formal wear to be worn eg suit, or shirt and tie with smart trousers, or dress/skirt/blouse appropriate to the occasion.

Disciplinary Consequences.

When an employee disregards the dress code, they will first be spoken to by the Director. Should the employee continue to disregard the dress code, or should the clothing be very unsuitable, the employee may be asked to return home to change.

Should the employee continually flout the dress code, they may face more severe consequences such as termination.