

## Dress Code Policy

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Early Days Nursery (“the Company”) wishes to portray a professional image to parents, suppliers, regulatory bodies and other contacts at all times. As a result, all employees are required to be neat, clean, well-groomed and presentable whilst at work.

Page | 1 This policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and employees must therefore use common sense in adhering to the principles underlying the policy.

### Dress and appearance

Employees, who are required to wear a uniform, must ensure that they do so at all times whilst at work. Uniforms must be neat and clean and worn in a presentable fashion. Uniforms supplied must not be altered in any way without the Company’s prior permission.

Early Days Practitioner and Room Supervisor Nursery Uniform consists of:

- An Early Days Polo-shirt/T-shirt/Long sleeved top and Early Days Jumper/Jacket (supplied by Early Days Nursery)
- Black Trousers/Legging (Jeans of any type or colour may not be worn)
- A weather appropriate coat – you may be out in all rain, wind or snow
- Sensible footwear

Other branded uniform items are provided to Maintenance Managers, Cooks and members of the administrative team. Employees who do not wear a branded uniform, must still ensure that their work clothes are neat, clean and worn in a presentable fashion

Early Days Nursery branded items remain the property of the Company, employees must therefore take care of them and return them in good condition on the termination of employment. In the event that you fail to return your uniform in good condition or at all on termination of employment, or you lose or damage your uniform during employment, the replacement cost of the uniform may be deducted from your final salary payment, or from your next salary payment. Staff may purchase additional uniform items at a reduced price.

For health and safety and/or hygiene reasons your hair must be kept short or tied back at all times (and covered if working with food). Rings, earrings and any other jewellery must be kept to a minimum. Facial piercings must be removed or covered with a plaster whilst at work.

Make up should be kept to a minimum, nail length should not be too long and any tattoos should be covered (where possible).

## **Dress Code Policy cont.**

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### **Personal hygiene**

Page | 2

In addition to the minimum standards of dress and appearance set out above, all employees are required to take all reasonable steps to maintain acceptable levels of personal hygiene. This includes ensuring that you do not have body odour, dirty or stale-smelling clothing, dirty hair or bad breath whilst at work. Poor personal hygiene can result in an unacceptable working environment for other employees and be unsuitable for young children given the close proximity in which you have to work, and it can create a negative image of the Company when dealing with parents, customers, contractors or suppliers.

You must also refrain from wearing excessively strong smelling aftershaves or perfumes as these can be equally unacceptable to third parties.

The Company accepts that, occasionally, a problem of body odour or bad breath may be a result of a health or medical issue and may not always be due to a lack of personal hygiene. In this case, you should seek medical advice from your doctor and follow that advice.

### **Policy compliance**

If you fail to comply with the above rules, this will be dealt with in accordance with the Company's disciplinary procedure. In addition, depending on the circumstances of the case, you may be required to go home and change your clothing or bathe. If this happens, you have no right to be paid for the period of your absence from work.