

### Dress Code Checklist

		Yes/No/N/A
1	Have you defined the purpose of the organisation and encouraged everyone to maintain an appropriate standard of dress and personal appearance at work? Appropriate dress should relate to the specific job duties and be reasonable in nature.	
2	Have you consulted with employees over any proposed dress code? This could happen at staff forums. This may ensure that the code is acceptable to both the organisation and employees. Once agreed it should be communicated to all employees properly	
3	If there are a number of dress codes which are acceptable have you defined the different types that are appropriate to the employees? Have you included image examples?	
4	Will you provide for a casual dress code? While many organisations provide for casual Friday particularly in the summer months, many employers may require staff to wear business dress or a uniform all year round. Requirements should be clearly set out in the organisation's policy.	
5	Have you referenced the dress code policy in your contracts of employment and or staff handbook? In organisations with both "customer facing" and "back office" staff, consideration should be given to requiring different standards across different workforce functions.	
6	<p>Have you made it clear that the purpose of a dress code is to establish basic guidelines on appropriate clothing and appearance at your workplace, so that you:</p> <p>(a) promote a positive and professional image;</p> <p>(b) respect the needs of all genders from all cultures and religions;</p> <p>(c) make any adjustments that may be needed because of disability; and</p> <p>(d) take account of health and safety requirements in the particular industry or workplace.</p> <p>Avoid unlawful discrimination in any dress code policy and be mindful of employment equality legislation such as the <u>Employment Equality Acts 1998-2015</u>. Any particular requirements or restrictions that impact a particular group must be objectively justified i.e. for safety reasons.</p>	
7	<p>Have you set out a guideline on piercings and tattoos?</p> <p>i. An employer may require staff to remove body piercings if there is a risk of the piercing giving rise to a potential health and safety issue. Special consideration should be given to those who may have piercings for religious or cultural reasons.</p> <p>ii. Employers imposing blanket ban measures such as banning tattoos run the risk of alienating employees resulting in challenges on human rights and missing out on the recruitment of talented staff.</p>	
8	Have you appointed a manager to oversee the implementation of the dress code and to whom final responsibility, and management rests with in relation to its observance and the implementation of feedback system? (i.e. use a transparent feedback system that incorporates both positive and constructive feedback from the employee and HR).	
9	Have you developed a company disciplinary procedure and has it been explained to staff how dress code breaches could result in disciplinary action?	
10	Have you set up a system which enables you to review your dress code periodically to ensure that it reflects appropriate standards and continues to meet the organisations needs?	

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