

Item	What we want to see	What we don't want to see
General	<ul style="list-style-type: none"> •Wear your smile with pride – maintain fresh breath & dental care. •Fresh appearance and clean smelling •If fragrance is worn keep it light. 	<ul style="list-style-type: none"> •Chewing of gum in any client/ public area, or whilst on duty •Smoking inside or outside any client / public area •Body odour or stale cigarette smell •Heavy or strong aftershave
Accessories	<ul style="list-style-type: none"> •1 signet or wedding ring •1 corporate watch 	<ul style="list-style-type: none"> •Neck chains •Chunky and/or sporty watches •Earrings or other facial piercing •Visible body piercings •Tattoos that are visible (even through shirts) •Rings worn on thumbs or index finger •Any type of bracelet (fashion, fabric, silver, gold) •Fashion watches or coloured straps •Charity pins
Hair	<ul style="list-style-type: none"> •Clean, neat and well groomed hair. •Hair should be off the collar •Sideburns, if worn, must be kept shorter than the earlobe and no wider than 1". •If a fringe is worn it must be above the eyebrows 	<ul style="list-style-type: none"> •Hair falling over the face •Long hair touching the collar •Hair that looks greasy, wet or highly gelled •Bright / strong colours or designs •Hair that has been closely shaven •Sideburns worn below the ear-lobe or wider than 1" •Any form of ponytail.
Hands and face	<p><u>Face</u></p> <ul style="list-style-type: none"> •Clean and well moisturized at all times •If worn, moustaches to be neatly groomed <p><u>Hands and Nails</u></p> <ul style="list-style-type: none"> •Clean and well moisturized hands •Short, clean and manicured nails 	<p><u>Face</u></p> <ul style="list-style-type: none"> •The morning after look – stubble / facial hair growth <p><u>Hands and nails</u></p> <ul style="list-style-type: none"> •Long or dirty nails •Bitten or chewed nails •Nail varnish / nail art

If for any reason you find it difficult to comply with these standards you should consult with your Line Manager immediately

Item	What we want to see	What we don't want to see
<p>Uniform</p>	<p><u>Shirts and Ties</u></p> <ul style="list-style-type: none"> •The allocated shirt and tie being worn •A clean & well pressed shirt and tie •Shirt collars worn inside the jacket •Shirt / top worn tucked in and fastened •Plain gold or silver cufflinks •Coloured knots that co-ordinate with the shirt <p><u>Jackets</u></p> <ul style="list-style-type: none"> •Must be worn at all times in client/ public areas and remain buttoned except when sat down when the bottom button may remain unfastened. <p><u>Trousers</u></p> <ul style="list-style-type: none"> •Clean and well pressed •A belt must be worn <p><u>Socks</u></p> <ul style="list-style-type: none"> •Plain black socks at all times <p><u>Shoes</u></p> <ul style="list-style-type: none"> •Black matt leather lace up shoes / city brogues •Clean, polished and in good repair •Rounded toes 	<p><u>Shirts and ties</u></p> <ul style="list-style-type: none"> •Unclean shirts / top or tie •Frayed collars or cuffs •Missing buttons •Unfastened shirts •Fashion / fabric cufflinks <p><u>Jackets</u></p> <ul style="list-style-type: none"> •Worn open in public / client areas •Bulging pockets •ID/Security Cards on show <p><u>Trousers</u></p> <ul style="list-style-type: none"> •Bulging pockets •Frayed or worn trouser hems •Trouser hem touching the floor <p><u>Socks</u></p> <ul style="list-style-type: none"> •Socks with motifs or coloured patterns •White socks •No socks <p><u>Shoes</u></p> <ul style="list-style-type: none"> •Suede shoes •Patent shoes •Boots •Trainer style shoes •Slip on shoes (moccasin or casual loafers) •Chunky rubber soled fashion shoes

If for any reason you find it difficult to comply with these standards you should consult with your Line Manager immediately

I the undersigned have read the Company's Personal Appearance Policy and understand that any breach of this policy is regarded as misconduct and that disciplinary action may be taken against me if I am found to be in breach of any of these regulations.

NAME: (please print)

SIGNED:

LOCATION:

DATE:

Signed copy 1: Retained by Employee

Signed copy 2: Retained by Line Manager on employee's personnel file

If you wish to appeal against any decision taken in respect of the above standards, you may do so using the Company's Grievance procedure.