



CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

DRESS CODE AND APPEARANCE POLICY

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Key Staff	HR Partner
Lead Staff for Review	Rector, Principal, Vice Principal, HR Partner

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Policy Statement

This policy is designed to guide employees on the required standards of dress and appearance. Employees must maintain an appropriate standard of dress and personal appearance at work and conduct themselves in a professional manner at all times both within the workplace and when representing the Company.

The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and staff must use common sense in adhering to the principles underpinning the policy.

The Company recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and uniform requirements. Where necessary the HR Department can disseminate appropriate information explaining cultural dress and customs. However, priority will be given to health and safety, security and other similar considerations.

Policy

While working for the Company employees represent the Company. The appearance of employees contributes to our reputation and the development of our business. All employees are required to be neat, clean and tidy and of smart appearance in a way to present themselves at all times in accordance with their professional status and dress in a manner appropriate to their role, whether working on the Company's premises or elsewhere. Certain items that are not permitted at work are:

- Items of denim clothing, coloured jeans (with the exception to employees working directly in practical Art & Drama classrooms/studios and Maintenance & Accommodation staff);
- Dirty/frayed/torn clothing;
- Very short miniskirts;
- Leggings (unless worn with boots and a dress);
- Shorts;
- Hoodies (unless as part of a uniform);
- Hats (unless as part of a uniform);
- Low cut T-shirts, blouses and transparent clothing;
- Sports clothing, for example tracksuits and sports shirts;
- Flip-flops;
- Trainers;
- Clothing that displays slogans or symbols especially those that could cause offence or damage to the Company's reputation; and
- Clothing or jewellery that could present a health and safety risk.

Where the wearing of jeans is permitted (see above) they should be clean, of smart appearance and worn in an appropriate manner so as not to offend others i.e. they must not show the individual's underwear.

Tattoos are to be kept covered during working hours. Facial piercings are to be covered or removed during working hours.

Employees who meet with agents, parents or represent the Company to members of the public must present a positive image of the Group. In this regard, acceptable attire is smart business wear i.e. suit or smart jacket and trousers/skirt/dress. Shirts and blouses are expected to be ironed. Male employees must also wear a tie.

Employees who are required to wear a uniform

Employees who are required to wear a uniform must ensure that they do so during working hours, unless advised otherwise by their line manager. Uniforms must always be clean and ironed and worn in a presentable fashion. The uniforms issued must not be altered in any way without the Company's permission.

Where uniforms are issued by the Company, they remain the property of the Company. Employees must take responsibility to ensure that good care is taken of them, and return any uniforms issued on the termination of employment.

Employees who are required to wear protective clothing and equipment

Employees who occupy roles that require protective/safety clothing or footwear are obliged to wear this clothing while carrying out their duties as required by law or by the Company's rules.

In addition, any employee whose job involves working with food must keep his/her hair either short or tied back and must not wear any Jewellery other than a wedding ring and only wear minimal make-up. Wearing nail varnish and perfume is not permitted. These rules are in place for safety/hygiene reasons.

CSVPA Employees

Whilst the Company understands the need for a more flexible approach towards attire and appearance for members of staff working in the practical art and drama classrooms/studios due to the nature of their working environment, the Company still expects a degree of professionalism with regard to dress code and appearance in the workplace which should be appropriate to an employee's specialism, be clean, non-threatening and not be overtly sexual.

If you have any doubt about the acceptability of your attire, please speak in the first instance to your line manager.

Any employee who disregards these rules will be subject to disciplinary action; it is anticipated, however, that minor breaches of the policy will be dealt with as informally as possible. In serious cases, where an employee's appearance is, in the Company's view, unacceptable, the employee will be required to return home to change. In these circumstances, the employee will not be paid for the duration of his/her absence from work.