

Thinking Solutions – Dress Code guidance

All Thinking Solutions team members are expected to wear the required uniform provided by the Trust or professional business attire which is in neat and clean condition. Attire must not be provocative or able to be construed as such.

Clothing must present a professional public image and promote dignity and professionalism.

All employees are expected to act as role models for our students and colleagues.

This document is designed to provide guidance but cannot cover all situations. Failure to uphold and/or adhere to appropriate standards of dress may result in formal action being taken. Please seek clarification as required from your line manager or the HR team should you be unsure with regards to the dress code policy.

Dress code

1. Clothing must be of professional business dress
2. Shirt, tie, trousers, suit jacket and smart shoes are appropriate
3. Shirts, blouses, smart knitwear and other smart tops may be worn
4. Any cropped trousers must be formal and tailored
5. No extreme hair styles are acceptable (for example, shaved designs and bright colored dyes)
6. Jewellery should be discreet with visible piercings restricted to ears. Single discreet nose studs may be worn.
7. Flip flops or Roman sandals may not be worn

As an indication, the following is a list of **unacceptable** dress:

- Torn clothing
- Unclean or un-ironed clothing
- Clothing with inappropriate writing, logos or visible designs.
- Jeans, thin/casual leggings or combat trousers (note: thick/smart leggings with suitable long top is permissible, combat trousers permissible where part of a issued uniform)
- Shorts
- Flip flops
- Bare shoulders
- Hats and caps are not permitted to be worn (unless for health and safety purposes, such as working outside in the sun)

The Wearing of Uniform

Where uniforms are required in our Thinking Solutions teams, such as Thinking Facilities and Thinking Technology uniforms will be provided by the Trust and should be worn at all times.

Staff should note that it may be a criminal offence not to wear safety dress in certain situations (For example, steel toe cap boots, hard hat when on a site under construction). Failure to wear the correct safety dress can amount to gross misconduct, which could lead to dismissal.

Thinking Facilities and Thinking Technology

Staff working within these services are subject to the separate Operations Uniform Policy, and are required to comply with the policy at all times.

Name Badges & lanyards

All staff when working shall wear a name badge attached to their lanyard, worn in such a way to prevent it being obscured from students and visitors view.

Any staff wearing uniform, name badges and lanyards should be mindful of their behaviour when travelling to and from work, and when leaving the site during the working day (E.g. when having a break). Staff are representing the school and Trust and must therefore behave in a way to ensure the reputation is upheld at all times.

Attire related to religious beliefs

The trust recognises the importance of individually held religious beliefs to our employee's and will reasonably accommodate an employee's religious beliefs in terms of workplace attire.

Should you have any specific questions, please speak with a member of the HR team.

Footwear

Footwear must be appropriate to ensure a safe environment for staff, students and visitors. No trainers should be worn. Shoes should have a back strap as a minimum and be of smart appearance. Heels should be moderate height avoiding the risk of trips/falls.

Hair/Nails



Hair should portray a professional image. Nails should be clean and of reasonable length.

Tattoos

Offensive tattoos should be covered up. Offence tattoos may include but are not limited to images or words depicting violence, beliefs that contradict fundamental British values and offensive language such as swear words.

Half terms and summer holidays

During the half terms and summer holidays, employees can wear casual attire, for example, jeans, trainers, t-shirts and jumpers, (please note full sportswear is not acceptable during school closure periods). However should an employee have a professional meeting, or a school visit, normal business attire should be worn.

Working from home

Where staff are working from home and attending professional or formal meetings online with customers the above dress code policy should apply.