




Aurora

Enriching lives, Enriching Communities

Dress Code Policy

Policy Number	Policy Developed by	Date Developed
No 9 - Other Policies	Adrienne Hayes / Fionnuala Fenton	14/08/2023
Version	Amendments	
3	Change from staff to employee throughout policy	
Reviewed by		Review completed
HR Manager Aine Forde		19/09/2024
CEO signature		Next Review Date
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Mission Statement

Enable people with complex needs to experience the same rights as every other citizen and as equal members of the community.

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1. Policy Statement

At Aurora, we recognize the diverse job roles and working environments within our service. To maintain a professional image and adhere to the changing demands of the individuals we support, we have developed this Dress Code Policy. Our policy emphasizes the importance of presenting ourselves appropriately while promoting Infection Control and Health and Safety measures. **It is essential that employees project a positive and confident image while supporting individuals, thereby avoiding any negative attention.**

2. Policy Scope

This Dress Code Policy applies to all employees in Aurora's services. We aim to instill public confidence by ensuring that employees maintain high standards in their appearance and presentation. Line Managers will oversee and ensure that employees adhere to appropriate dress standards during work hours.

3. Dress Code for Employees

To inspire public confidence and project a professional image of Aurora, employees are required to adhere to the following dress code guidelines:

- Tops: Tops, blouses, or shirts with collars and capped sleeves, such as polo shirts, are permitted.
- Trousers: Full-length black or navy trousers, including Chinos or high-waisted leisure wear.
- Denim jeans are acceptable - with no rips.
- Footwear: Shoes, trainers in black, navy, or white with good grip.
- Admin/Office: Clothing suitable for an office environment, such as trousers or skirts.
- Tattoos must be covered.

All employees must present themselves respectfully to the people they work with at all times.

Employees must maintain a sensible and hygienic approach to dress, appearance, cleanliness, and personal hygiene. Clothing must be clean, in good repair and neatly presented.

In case of direct support, the following applies:

- Fingernails should be trimmed to a suitable length to prevent risks during personal care provision.
- Artificial nails are not allowed for good hygiene practices.
- High stiletto heels or wedges are not permitted.
- Long hair should be tied back.

Employees with beards must maintain proper hygiene standards.

Clothing should be appropriate for the nature of the work and comply with health and safety and infection control guidelines. Some areas may have additional local guidelines specific to their client group and working environment.

Suitable footwear, with enclosed toes, heels, and a good grip, is essential for health and safety during moving and handling tasks.

Protective clothing must be worn as per relevant policies.

Unacceptable Clothing Standards:

The following clothing standards are deemed unacceptable for Aurora employees:

- Clothing that hinders the safe execution of work.
- Unhygienic clothing.
- Explicit sportswear unless it is necessary for the job.
- Very casual or high-fashion trousers, such as faded jeans, skinny or ripped jeans.
- Strapless or revealing tops.
- Low waistband trousers exposing the abdomen/lower back or revealing underwear.
- Cropped tops.

Jewellery:

Dangling earrings and facial or other body piercings are not permitted.

Rings with stones must not be worn in clinical situations as they compromise hand hygiene and could cause injury to individuals supported. All jewellery, including watches and rings (except plain bands), must be removed when directly dealing with individuals supported.

4. Responsibilities

4.1 Responsibility of the CEO:

The CEO holds overall responsibility for ensuring that adequate arrangements are in place for Aurora employees to comply with this Dress Code Policy.

4.2 Responsibility of Senior Management:

Senior Management is responsible for effectively implementing this policy. They will ensure that the required actions are carried out, monitored, and that evidence of compliance is provided.

4.3 Responsibility of Line Managers:

Line Managers are responsible for enforcing this Dress Code Policy. They must ensure that all employees are aware of the policy and encouraged to adhere to its requirements. In cases where an employee cannot comply with the policy due to medical reasons, religious requirements, disability, or without appropriate approval, the line manager should consult with senior management.

Employees Compliance:

All employees are required to comply with this Dress Code Policy and maintain appropriate presentation while on duty at all times.

We trust that, by adhering to this Dress Code Policy, we will continue to project a positive image and maintain the highest standards of professionalism at Aurora.