Dress and Appearance Policy

Principle

1. This policy sets out the requirements of Amey staff in relation to dress and appearance. These requirements reflect current legislation and best practice with regard to suitable dress and appearance.

2. The way that our staff dress is of the utmost importance to our business. The professional image presented by our staff is integral to how Amey is regarded by internal and external clients and the public. Amey’s reputation of delivering consistently great customer service is enhanced by staff appearance. Amey is a professional organisation and our staff should dress accordingly. In general, people often use appearance as a proxy measure of competence.

Scope

3. This policy applies to all staff employed by Amey, temporary agency staff, consultants, contractors and any other individual who is engaged in Amey work activities. The policy is applicable during the individual’s working hours and/or whilst representing Amey on company business.

Purpose

- To ensure that staff project a professional image that encourages client and public trust and confidence in Amey.

- Contributes to health, safety and security requirements in the work place.

- To ensure a consistent approach to dress and appearance, whilst respecting the diverse nature of Amey’s workforce and work locations.

Responsibilities

- All those in scope are individually responsible for following the standards of dress and appearance laid down in this policy and must understand how this policy relates to their working environment.

- Staff who present themselves for work, or whilst on company business, who do not appear neat, clean and tidy or who are unsuitably dressed will be asked to rectify this. This may require going home and if so, the individual will be expected to make up the time or take unpaid leave.

- Repeated failure to adhere to Amey’s standards of dress and appearance may constitute misconduct and result in formal disciplinary action.

4. Managers

- Managers are responsible for ensuring the policy is adhered to at all times. This includes staff that they may not directly line manage.
Managers must also ensure that all new staff are aware of the requirements of this policy during the local induction process.

**Dress and Appearance Code**

5. Staff must dress in a manner that supports the professional image of Amey. This can take on a variety of appearances depending upon the particular role and duties, working environment, health, safety and security requirements, direct contact with clients, or where clients and other visitors are frequently (or infrequently) present. All staff should present themselves for work in a neat, clean, tidy and well groomed manner.

6. As a minimum, for those working in an Amey office, visiting an Amey office or a client; the following standards of business dress and appearance should be adhered to:

   - Traditional business suit, or tailored trousers/skirt or dress, tailored shirt or blouse/top.
   - Male staff who work in an Amey Corporate office (e.g. Sherard Building, Winchester House, Waterhouse Square, IDH Birmingham), or are visiting an Amey Corporate office or a client must also wear a tie. In extreme hot weather conditions and where there is no air conditioning provision, male staff may remove their tie.
   - Staff who are based on a site or at a contract site office, must dress appropriately to meet local health, safety and security requirements. This will include Personal Protective Equipment (PPE) arrangements and Amey/contract specific, branded uniform.
   - Where provided, PPE and uniforms must be worn and maintained in a manner acceptable to Amey.
   - Management discretion on dress and appearance will apply where staff are required to work outside of their normal working pattern, e.g., bid teams working into the night or at weekends.

7. On Friday’s employees will be able to adopt a more relaxed approach to what they wear to work, for example male staff will not be required to wear a tie in corporate offices, unless they are going to be in an office where there is client interface/meetings. Office-based employees are still required to dress smartly and meet the requirements of paragraph 8 below.

8. Regardless of work location, it is unacceptable to wear the following:

   - Any item of clothing that may draw untoward attention or cause offence. For example, those that are excessively revealing (too short, too tight or too low); or contain inappropriate or offensive words or pictures.
   - Any item of clothing that could present a health and safety risk.
   - Dirty, wrinkled, ripped or frayed clothing.
   - Denim, combat trousers, cords, tracksuits and general sports wear.
   - Rolled up trousers or shorts.
   - Trainers or flip-flops.
9. In addition:

- Tattoos must remain covered if extensive or deemed offensive.
- Jewellery and any piercings must be in keeping with a professional appearance and with health, safety and security requirements.

10. These lists are not exhaustive. The people manager will provide clarity where a staff member is uncertain as to whether or not an item of clothing/jewellery is suitable.

Variations

11. Amey recognises the diversity of cultures, religions and special needs of its staff and will take a sensitive approach when this affects dress and appearance requirements. Priority is at all times given to health and safety requirements.

References or Associated Documents

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<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Disciplinary Procedure</td>
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Valerie Hughes D’Aeth

Valerie Hughes D’Aeth
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