

HOLMES

Uniform and Dress Code Policy

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Revision Table

Revised on	Version #	Description	Approved by
18/08/2020	0.1	HP1- Initial Document Creation	Ashley Barber
19/08/2020	1.0	Issue Document	Ashley Barber
07/06/2023	2.0	Banners Updated & permission from Directors to wear shorts (with provisos)	Ashley Barber
22/10/2024	3.0	Re-issue	Ashley Barber
07/10/2025	4.0	Re-issue	Ashley Barber



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HOLMES			
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Policy brief & purpose

Our dress code company policy outlines how we expect our employees to dress at work. Employees should note that their appearance matters when representing our company in front of clients, visitors, or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture. It also helps with the protection of our staff from injury by ensuring the correct grade clothing is worn.

Managers and Supervisors are responsible for ensuring this dress code is observed.

We will review our dress code periodically to ensure it reflects appropriate standards and continues to meet our needs.

This policy does not form part of any employee's contract of employment and we may amend it at any time. Notice of an amendment will be issued accordingly.

Scope

This policy applies to all site & workshop staff





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Policy elements

These dress code rules always apply:

All employees must be clean, well-groomed and maintain a standard level of hygiene. Grooming styles dictated by religion and ethnicity are not restricted.

All clothes are provided by Holmes Building Contractors Ltd to each employee, free of charge except for safety boots. The company will issue a £30 credit towards the purchase of an employee's safety boots. This enables the employee to pick their preferred boot based on comfort. The boot must be approved by Holmes Building Contractors prior to the employee purchasing.

All clothes must be well maintained with frequent laundering etc. Discernible rips, tears or holes are not allowed.

The approved dress code of all site and workshop staff is as follows. (To be worn in necessary combination to suit weather conditions)

- Holmes embroidered hat
- Holmes embroidered polo shirt OR round neck t-shirt
- Holmes embroidered round neck sweatshirt
- Holmes heat sealed bomber jacket
- Holmes embroidered fleece
- Standard issue work trousers / painters' trousers
- Safety footwear (must be approved by company prior to purchasing / wearing)

For clarity, the following examples of clothing is **NOT** allowed. This is not an exhaustive list:

- Track suit tops and/or bottoms
- Non approved / non safety footwears such as trainers, sandals etc.
- Shorts (**Directors have permitted that shorts may be worn for low-risk tasks, work trousers are to be worn at all other times or when instructed by the client**)
- Combat trousers
- Jogging bottoms
- Jeans
- Sleeveless t-shirts
- Vests
- Non-Holmes embroidered baseball caps



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- Any branded or unbranded, non-Holmes embroidered t-shirt, polo shirt, jumper, fleece, or coat.

Disciplinary Consequences

When an employee (including a supervisor) disregards our dress code, their supervisor or line manager should reprimand them and inform the Operations Manager or H&S Manager of the misconduct. The employee should start respecting our dress code immediately. In some cases, the supervisor or management may ask the employee to return home and change into their uniform, for which they will receive no pay for doing so.

In any instance, a disciplinary report will be produced and logged in the employee personal file.

Employees (including Supervisors) may face more severe consequences up to and including termination, if:

- Their appearance causes irreparable damage, like loss of a major client.
- They repeatedly violate our dress code.
- They outright refuse to wear the uniform with no good reason.

Genuine reasons for not being able to follow our dress code will be reviewed on an individual basis. If management agree and accept the reasoning brought forward by the employee, special terms for that employee or a revisited dress code will be issued.

Acknowledgement

Please date, print, sign and return to the office to show that you have fully read and understood the policy above.

DATE	PRINT NAME	SIGN
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