

and on multi-personnel sites, uniformity should apply (i.e. one in pullover – all in pullover).

Employees who are required to wear a uniform

Employees who are required to wear a uniform must also comply with the standards set out above and ensure that they do so during working hours, unless advised otherwise by their Line Manager. Uniforms must always be clean 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 upon termination of employment.

Employees who are required to wear protective clothing and equipment

Employees who occupy roles that require protective clothing, e.g. safety footwear, overalls, masks, gloves and goggles are required to wear this clothing as designed while carrying out their duties whenever required by law or Company rules.

In addition, any employee whose job involves working with machinery must keep their hair either short or tied back and must not wear any jewellery that could pose a risk to their health and safety.

BREACHES

Any employee who disregards these rules will be subject to disciplinary action. 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 their absence from work.

The Company reserves the right to review this policy on an individual case by case basis should a reasonable request for review be presented by any employee. In such cases a record will be kept on file.