

## **SERVICE Policy**

# Standards of Appearance & Corporate Workwear

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### **Owner**

**People and Organisational  
Development**



### **Version**

Last Reviewed  
Review Due

Feb 2017  
Feb 2019

## **1 Introduction**

- 1.1 This Policy sets out the standards of appearance & corporate workwear expectations as they apply to all employees of the Leicester, Leicestershire and Rutland Combined Fire Authority (CFA).
- 1.2 All employees are reminded that it is the responsibility of each individual to ensure that their appearance is always of a high standard and that it is consistent with the Service's standing within the community.
- 1.3 The Fire and Rescue Service is a uniformed public sector body. Corporate workwear is issued to all operational employees and some that are non-operational.
- 1.4 Firefighting Personal Protective Equipment (PPE) is not classed as corporate workwear.

## **2 Hair**

- 2.1 When on duty all employees shall wear their hair so that it presents no risk to their health and safety. To achieve this:
  - Hair must be kept clean, neat and tidy
  - Hair must not compromise the fit of any items of PPE, especially head protection or Breathing Apparatus (BA) face masks. It must not impair hearing or vision. It must not present a risk of entanglement or distraction.
- 2.2 Line managers will tell staff when hairstyles are not suitable. Employees will need to take action to resolve any unacceptable situation.

## **3 Facial Hair**

- 3.1 Facial hair must be kept reasonably shaped to the head. It must not impair vision or hearing.
- 3.2 Operational staff and those who may need to wear BA must not allow their facial hair to impair the integrity of the BA face mask seal. The area of the face coming into contact with the face mask seal, the inner oronasal mask and the chin cup, must be free from any hair growth.
- 3.3 Operational staff must keep sideburns trimmed. They cannot extend beyond the middle part of the ear. The wearing of any type of beard is not permitted, i.e. (goatees, triangle, hairlines or tufts). No facial hair should be present below the lower lip.

## **4 Tattoos**

- 4.1 Tattoos must not be offensive in any way, shape or form. Employees that have tattoos that are deemed offensive will be subject to managerial action.

## **5 Cosmetic Make Up**

- 5.1 Operational staff shall not wear cosmetic make-up, skin or hair preparations whilst on duty where these may affect the health and safety of the individual or anyone else. Due to the difficulty in assessing the risk posed by the vast array of different preparations, cosmetics will not be accepted for operational staff (this doesn't apply to Fire Control staff).

## **6 Camouflage Make Up**

- 6.1 Staff who use 'camouflage' make-up to cover birthmarks, for example, may continue to wear this as long as such make-up does not present an unacceptable health and safety risk to the individual or others, e.g. by negatively affecting the seal of a BA face mask.

## **7 Jewellery**

- 7.1 The Service does not take responsibility for the security of these items.
- 7.2 The Service does not accept liability for damage or loss that occurs if individuals chose to wear jewellery.
- 7.3 The wearing of jewellery can present health and safety implications. The only items of jewellery allowed to be worn by Operational staff are:
- smooth-faced, non-projecting rings - provided they are covered with tape or removed from the finger prior to practical training and operational incidents
  - a wrist watch – provided they are removed prior to practical training and operational incidents

## **8 Brooches and Tie Pins etc.**

- 8.1 Employees may display one tie-pin or brooch that relates to the fire and rescue service or their representative body.

## 9 Corporate Workwear

- 9.1 Corporate Workwear is defined as items of clothing that are supplied by the Service to employees. Corporate workwear provides a uniformed dress code and is given to employees who are expected to:
  - 9.1.1 Wear a uniform due to their role, or
  - 9.1.2 Do tasks that expose their own clothing to dirt or excessive wear
- 9.2 Those who receive corporate workwear should wear it at all times whilst they are at work. There are some occasions where some employees may need to wear their own clothes whilst doing their job. Items that are initially issued, and to whom, are shown in Appendix A.
- 9.3 Corporate workwear should be clean, in good condition and worn correctly. Items should be washed in accordance with the manufacturer's instructions.
- 9.4 Fair wear and tear of corporate workwear is expected. Where items are worn and/or unusable, they can be replaced.
- 9.5 Alterations can be made to items of corporate workwear, as long as they are done to enable the item to fit better. These will need to be approved by the line manager. The costs for alterations will be met by the Service.
- 9.6 Small repairs can be made to keep the corporate workwear in good condition, i.e. replace a lost shirt button. This is the responsibility of the employee.
- 9.7 Employees are responsible for the security of corporate workwear. Items can be marked to help a person identify who they belong. Marking items should not affect the outward appearance or use of them. The line manager must be told when items are lost, damaged, or stolen. Employees will be required to pay the full replacement value in respect of any negligent or wilful loss or damage to any such article.
- 9.8 The correct insignia applicable to the employees' role must be worn at all times.
- 9.9 Clothing is available in a wide range of sizes. Some garments are gender specific.
- 9.10 Specially made garments will be given to employees if they require sizes that are not freely available.
- 9.11 Departments have budgets available for the provision of corporate workwear. This should be sufficient to the number of staff and the amount of items they need.

- 9.12 All items of corporate work wear issued to an employee remain the property of the Service and must be returned when requested.
- 9.13 Unusable items of corporate workwear should be disposed of by the employee. Any branding on the garments must be defaced or removed. This will help to avoid anyone else acting in a way that suggests they are employees of the Service.

## **10 Responsibilities**

- 10.1 All employees will wear the photo ID badge in a visible position. Managers of station based staff will determine when the wearing of ID badges can be relaxed, e.g. attending emergency incidents. Where possible, ID badges will be worn on the right hand side of shirts. Lanyards for the ID badges are available for non-operational staff.
- 10.2 Managers are to ensure that staff wear the correct attire at all times and it is in a serviceable condition.
- 10.3 No member of staff shall be permitted to wear corporate workwear off duty except:
- When travelling to and from work
  - When carrying out duties connected with the Service during off-duty periods
  - With the express permission of the Chief Fire & Rescue Officer

## **11 Medals & Ribbons**

- 11.1 Medals or medal ribbons may be worn at events or ceremonies as indicated by the organiser.
- 11.2 Medal brooches can be worn at work.

## **12 Transfers to Other Fire and Rescue Services**

- 12.1 Employees who transfer to another fire and rescue service may take some items with them, subject to agreement and the approval of both fire authorities.

## Appendix A – Operational Staff

|                        | Station Based Staff | Non-Station Based Staff | Fire Control | Managers SM - CFO |
|------------------------|---------------------|-------------------------|--------------|-------------------|
| Soft Shell Jacket      | 1                   | 1                       | 1            | 1                 |
| Micro fleece           | 1                   | 1                       | 1            | 1                 |
| Shirt                  | 5                   | 5                       | 5            | 5                 |
| Tie                    | -                   | 2                       | 2            | 2                 |
| Trousers or Skirt      | 4                   | 3                       | 3            | 3                 |
| T Shirt – short sleeve | 5                   | 5                       | 5            | 5                 |
| Shoes                  | -                   | 1                       | 1            | 1                 |
| Safety Shoe            | 1                   | -                       | -            | -                 |
| Leather Belt           | 1                   | 1                       | 1            | 1                 |
| Cotton Socks           | 10                  | 10                      | 10           | 10                |
| Role Markings          | 2                   | 2                       | 2            | 2                 |
| Winter Hat             | 1                   | 1                       | -            | 1                 |
| Summer Hat             | 1                   | 1                       | -            | 1                 |
| Jog Bottoms            | 1                   | 1                       | 1            | 1                 |
| Shorts                 | 1                   | 1                       | -            | 1                 |
| Trainers               | 1                   | 1                       | 1            | 1                 |

## Appendix B – Service Delivery & Support

|                        | Community Safety Educators | Driving Instructors | CBA | Workshop & Fleet | Hydrant Technicians |
|------------------------|----------------------------|---------------------|-----|------------------|---------------------|
| Soft Shell Jacket      | 1                          | 1                   | 1   | 1                | 1                   |
| Micro fleece           | 1                          | 1                   | 1   | 1                | 1                   |
| Shirt                  | 5                          | 5                   | 5   | 5                | 5                   |
| Tie                    | -                          | 2                   | -   | -                | -                   |
| Trousers or Skirt      | 4                          | 3                   | 3   | 3                | 3                   |
| T Shirt – short sleeve | 5                          | 5                   | -   | -                | -                   |
| Shoes                  | -                          | 1                   | -   | -                | -                   |
| Safety Shoe            | 1                          | -                   | 1   | 1                | 1                   |
| Leather Belt           | 1                          | 1                   | 1   | 1                | 1                   |
| Cotton Socks           | 10                         | 10                  | 10  | 10               | 10                  |
| Role Markings          | 2                          | 2                   | -   | -                | -                   |
| Winter Hat             | 1                          | 1                   | 1   | 1                | 1                   |
| Summer Hat             | 1                          | 1                   | 1   | 1                | 1                   |
| Trainers               | -                          | 1                   | -   | -                | -                   |
| Hi Viz Jacket          | -                          | -                   | -   | 1                | 1                   |
| Hi Viz Trousers        | -                          | -                   | -   | 1                | 1                   |
| Boiler Suit            | -                          | -                   | -   | 1                | 1                   |

|                   | Station Administrators, Info Management Assistants | ICT | Estates & Facilities |
|-------------------|--|-----|----------------------|
| Soft Shell Jacket | 1  | 1   | 1                    |
| Micro fleece      | 1  | 1   | 1                    |
| Shirt             | 5  | 5   | 5                    |
| Trousers or Skirt | 3  | 3   | 3                    |
| Shoes             | 1  | -   | -                    |
| Safety Shoe       | -  | 1   | 1                    |
| Leather Belt      | 1  | 1   | 1                    |
| Cotton Socks      | 10   | 10  | 10                   |
| Role Markings     | 2  | -   | -                    |
| Winter Hat        | -  | 1   | 1                    |
| Summer Hat        | -  | 1   | 1                    |
| Hi Viz Jacket     | -  | -   | 1                    |



**Appendix C - Audit of Amendments**

| Date     | Paragraph Changed    | Brief Details of Alterations  | Approved by    |
|----------|----------------------|---|----------------|
| Mar 2008 |                      | Transferred to SharePoint   |                |
| May 2008 | 37                   | This paragraph was appeared twice in the original policy. Therefore one has been deleted.   |                |
| Sep 2008 | 10 - 12              | All amended. The wearing of any type of beard is not permitted, i.e. (goatees, triangle, hairlines or tufts). No facial hair should be present below the lower lip i.e. Clean shaven. | SMT 1 Dec 2006 |
| Aug 2015 |                      | Updated logo added  | Karen Albon    |
| Mar 2017 | Most of the document | Multiple changes made to improve clarity regarding appearance and levels of corporate workwear.   | GMT            |
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