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Dress & Behaviour Policy

Revised: 18 March 2021

The company is justly proud of the professional image it has established and expects all employees to conform in appearance and behaviour to the accepted company standards. Visitors will form their own opinions or impressions of what they see or perceive. **Remember that you never get a second chance to make a first impression.**

Employee cleanliness, neatness, good personal hygiene and appropriate dress is always expected. Clothing should be kept clean and presentable. Clothes with indiscreet patches, tears, rips and holes are not acceptable.

CLOTHING

Tops and T-shirts etc. should not be removed by employees of either sex during working hours or within sight of visitors or customers. Brief items of clothing, such as low-cut tops and ultra-short shorts, are not considered suitable workwear. Any form of dress that could offend the more sensitive of our visitors or staff should be avoided.

You are advised to wear socks and keep your legs and ankles covered to help prevent minor abrasions on exposed skin surfaces from plant material and compost etc.

HAIRSTYLE

Long, loose hair styles for any member of staff is a safety hazard due to the danger of getting loose hair caught up on trolleys, irrigation lines etc. or obstruction of vision. **Long hair should always be kept tied back neatly during working hours.**

FOOTWEAR

Shoes or boots must be appropriate footwear for work. **SANDALS, OPEN-TOED SHOES AND SLIP-ON FOOTWEAR CONSTITUTE A SAFETY HAZARD AND ARE NOT PERMITTED.**

You should wear stout, lace-up shoes or boots with the laces firmly tied over the "tongue" so that the shoes or boots remain securely anchored to your feet when you are working or moving about the site.

JEWELLERY

Excessive jewellery is not considered appropriate.

All employees are warned about the potential Health and Safety hazard of facial and other body-piercing sites and the addition of rings and studs etc. This practice increases the risk of skin and other infections and accidents involving entrapment and entanglement.

Please ensure that all such jewellery items are regularly sterilised, and the site(s) of any piercing kept scrupulously clean.

Whenever you are identifiable as an employee of the company, it is expected that language, behaviour or manner should be such that discredit is not brought upon the company.

The acceptability of any dress, footwear or behaviour is at the discretion of the management.