



ELIZABETH FINN HOMES LIMITED

exceptional care for the individual

1.4 – Protective Clothing and Uniforms Policy

Copies of all Elizabeth Finn Homes Limited (EFHL) HR Policies can be found on the EFHL Intranet. All EFHL employees are subject to EFHL HR Policies. EFHL HR Policies are non-contractual, are reviewed regularly and may be subject to change. All queries on the application or interpretation of this policy should be raised with the Head of Department or HR.

Purpose

This policy is intended to set out the requirements for wearing uniforms whilst on duty for Elizabeth Finn Homes Limited (EFHL).

The use of uniforms plays an important part in safeguarding against infection as well as providing a means for Residents, Relatives and Visitors to our Home to identify staff.

It is the policy of Elizabeth Finn Homes that all employees will present themselves in a neat and tidy manner, those employees not required to wear a uniform should read the Dress Code Policy.

Scope

This policy applies to all EFHL employees whose job requires the wearing of a uniform, such as Clinical, Care, Reception, Hotel Services and Maintenance staff.

If you are unsure as to what uniform you need to wear while on duty please contact your Head of Department

Policy

1. The uniform must be worn at all times including whilst escorting residents to clinical appointments. Mufti to be worn for social visits.
2. Hemlines below knee length.
3. a) Shoes must be a full supporting shoe that covers the entire foot to prevent injury. It must be black or dark brown in colour with a maximum one and a half inch heel. In the interests of Health and Safety, high heels, sandals, sling back or other shoes that do not fully cover the entire foot are not allowed
4. Ladies should wear neutral coloured tights or stockings. Staff preferring to wear uniform dresses also prefer to wear blue or black tights- this goes back to what we wore when we trained.
5. Jeans are not acceptable.
6. Cardigans are not to be worn except in exceptional circumstances and with the agreement of the General Manager.



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7. Hair must be neat and tidy. Long hair should be tied back. Beards should be short and well groomed.
8. Staff must ensure that their faces are visible at all times and not restricted by clothing or hair. However, exceptions may be made in the event that PPE must be worn. Residents with poor hearing and or sight use many non-verbal communication tools, such as looking at facial expression and lip movement to understand and identify staff.
9. Moderation in the use of cosmetics is requested.
10. Moderation is also requested in the use of fragrances while on duty, as odours may be intrusive to the resident and other members of staff. Consideration should also be given to the effect on residents and other team members of stale cigarette smoke and body odour.
11. Jewellery must be kept to a minimum and staff should observe the following rules:
 - a) No earrings except a single pair of studs or sleepers in the ears. As we are caring for older people with a more traditional sense of dress other visible piercings are not deemed acceptable and therefore, this type of jewellery is not permitted and should be removed when on duty.
 - b) No rings with the exception of wedding rings.
 - c) One wristwatch may be worn when not involved in food preparation or the direct care of residents, fob watches may be worn.
 - d) Necklaces should not be worn.

Permitted jewellery will be worn at the employee's risk and the company will not accept liability for any damage or loss thereof.

12. Nail varnish must not be worn.
13.
 - a) Changing rooms and lockers are provided
 - b) Staff should not travel to and from work in their uniforms.
 - c) Staff should not wear Elizabeth Finn Homes uniform when engaged in other employment (i.e. not EFHL).



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- d) All uniform and protective clothing is the property of Elizabeth Finn Homes and must be returned to the Home when employment ceases.
- 14. Staff will be responsible for laundering their own uniforms and a clean uniform must be worn each shift. Local arrangements exist for Catering staff.
- 15. If you are required to wear a name badge or ID card, this should be worn at all times whilst you are at work and must not be worn elsewhere.

Tax Relief may be available in respect of uniforms. Advice can be obtained from the local tax office.

Personal hygiene

In addition to the minimum standards of dress and appearance set out above, all employees are required to take all reasonable steps to maintain acceptable levels of personal hygiene. This includes ensuring that you do not have body odour, dirty or stale-smelling clothing, dirty hair or bad breath whilst at work, whether working on the Company's premises or elsewhere on Company business. It also includes ensuring that your clothes, hands, hair or breath do not smell of smoke whilst at work as a result of smoking outside your normal hours of work or during designated breaks. Poor personal hygiene can result in an unacceptable working environment for other employees, given the close proximity in which you have to work, and it can create a negative image of EFHL.

You must also refrain from wearing overpowering or excessively strong smelling aftershaves or perfumes as these can be equally unacceptable to third parties.

The chewing of any type of gum whilst at work is expressly prohibited as it looks unprofessional in front of third parties.

At EFHL we recognise that, occasionally, a problem of body odour or bad breath may be as a result of a health or medical issue and may not always be due to a lack of personal hygiene. In this case, you should seek medical advice from your doctor and follow that advice.

Policy compliance

If you fail to comply with the above rules on dress, appearance and personal hygiene, this is a serious matter and will be dealt with in accordance with EFHL disciplinary procedure.

In addition, depending on the circumstances of the case, you may be required to go home and



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change your clothing or bathe. If this happens, you have no right to be paid for the period of your absence from work.

Employees who are required to wear protective clothing and equipment

Employees who occupy roles that require protective clothing or personal protective equipment under the Personal Protective Equipment at Work Regulations 1992 (as amended), are required to wear this clothing whilst at work, whether working on EFHL premises or elsewhere on EFHL, whenever required by law or by Company rules. Any personal protective equipment will be supplied and maintained by EFHL and it remains the property of the Company. Employees must therefore take care of the personal protective equipment and return it in good condition on the termination of employment.

In the event that you fail to return your personal protective equipment in good condition or at all on termination of employment, or you lose or damage your personal protective equipment during employment, the replacement cost of your personal protective equipment may be deducted from your final salary payment, or from your next salary payment. This deduction provision forms part of your contract of employment.



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UNIFORM ISSUE DETAILS

General Manager	Smart Business Dress e.g. skirt and jacket trousers and jacket
Clinical Care Managers/Head of Care	Navy dress/tunic Zip Front Sailor Navy trousers Navy tunic/trousers (M) Smart business dress (when -supernumerary)
Administrators	Smart Business or as below optional
Receptionists	Navy Blue Suit skirt/trouser option Blue & navy blouse
Registered Nurses	Navy Woven Stripe dress/tunic Zip Front Sailor Navy trousers White tunic/navy epaulettes (M)
Senior Care/Nurse Assistants	Lilac dress/tunic Zip Front Sailor Navy trousers White tunic/lilac epaulettes (M)
Care Assistants	Lilac Woven Stripe dress/tunic Zip Front Sailor Navy trousers White tunic (no epaulettes) (M)
Activities Co-ordinators	Smart business dress appropriate to activity being undertaken
Hotel Services Managers	Shirt and tie – smart business dress (Chef's whites if 'hands on')
Cooks/Chefs	White dress/tunic White or black & white check trousers/ White hat



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	Non-slip catering style shoes or clogs
Food Service Assistants	White tunic Sailor Navy Trousers Non slip catering style shoes
Hostess	Black trousers/skirt White blouse/shirt Black & white pin strip apron Black tie (M)
Laundress/Domestics	Eau-de-nil tunic Sailor Navy trousers
Head House Keeper	Green Tunic Sailor Navy trousers
Maintenance Supervisors	Bottle Green Polo Shirt/Sailor Navy Trouser Bottle Green Fleece Hard toe safety boots
Gardener	Bottle Green Polo Shirt/Sailor Navy Trouser Bottle Green Fleece Hard toe safety boots

- All staff who are issued with uniforms must complete the uniform receipt form which gives guidance as to the number of uniforms to be issued on the reverse of the form.
- These forms must be kept in the personal file and referred to when replacement uniforms are requested or the employee terminates employment with the Trust.
- Uniforms must be neat and clean and worn in a presentable fashion. Uniforms supplied must not be altered in any way, or worn differently, without the General Managers prior permission.
- All support staff who are based either in our Head Office or visit our Care Homes are expected to wear smart business attire at all times.



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- Where uniforms are supplied by EFHL, they remain the property of the Company. Employees must therefore take care of them and return them in good condition on the termination of employment. In the event that you fail to return your uniform in good condition or at all on termination of employment, or you lose or damage your uniform during employment, the replacement cost of the uniform may be deducted from your final salary payment, or from your next salary payment. This deduction provision forms part of your contract of employment.

UNIFORM ISSUE DETAILS

This form is to be filed in the employees personal file

Please complete the form below supplying the information requested and sign for receipt of uniform/items as detailed.

General Manager Home

Name Post Held

Address Start Date

..... Leave Date

Measurements:

Height: Hat Size: Overall Size:

Chest: Waist: Inside Leg:

Collar: Hips:



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Detail of Uniform(s) Issued

1.
2.
3.
4.

Received By:

Issued By:

Date:

Detail of Uniform(s) Returned

1.
2.
3.
4.

Returned By:

Received By:

Date:

UNIFORM ALLOCATION

No. SHIFTS	No. UNIFORMS
4 - 5 Shifts and above	2 Uniforms
1 – 3 Shifts	1 Uniform

Note: This uniform is the property of the company and is issued on the understanding that it will be returned on termination of employment in good condition.

Any damage or loss caused by you may result in the appropriate payment being recovered.

Additional uniforms may be purchased at cost price if desired.