# 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version: | 1 | | | |
| Date Created: | 01st February 2024 | | | |
| Author: | Timothy Van Zyl | | | |
| Ratified by: |  | | | |
| Date Ratified: |  | | | |
| Review Date: |  | | | |
|  |  |  |  |  |
| Revision History: | | | | |
|  |  |  |  |  |
| Version | Date Created | Date Ratified | Author | Summary of Changes |
| 1.0 |  |  |  |  |
| 2.0 |  |  |  |  |
| 3.0 |  |  |  |  |
| 4.0 |  |  |  |  |
| 5.0 |  |  |  |  |

**Introduction**

Habbibi’s Uniform and Personal Presentation Policy is designed to help us all provide a consistent professional appearance to our customers and fellow team members. Our appearance reflects on ourselves and the organisation. The goal is to be sure that we maintain a positive appearance and not to offend customers, fellow team members and the general public

Furthermore, this policy aims to protect our customers and staff by ensuring the uniform and personal presentation of our staff complies with Health and Safety legislation.

The policy acknowledges personal and cultural diversity where this does not compromise the safety of others.

This policy applies to all temporary workers, full and part-time employees, workers, agency workers and contractors.

**General principles – All staff**

Personal Hygiene

All employees must maintain a high level of personal hygiene and be well presented. The chewing of gum is prohibited in all sites. Nicotine gum can be used for the purposes of smoking cessation but never when dealing with customers, fellow staff or the public (including phone calls).

Name Badges

All employees issued with a name badge must wear them at all times when at work. Whilst not on duty, when away from our premises the ID badge should be covered or removed for personal safety reasons.

Nails

All staff involved with food preparation or service must not wear nail varnish or nail art whilst on duty. Finger nails should be kept short and clean. The wearing of false/acrylic/gel nails, nail varnish and nail adornments by these staff members is strictly forbidden as they pose a risk due to possible food contamination.

Hair

Hair must be clean and well groomed. For food preparation or service staff it must be off the collar and a style that does not require frequent re-adjustment. Keeping hair off the collar reduces the incidence of bacterial growth around the collar areas.

Staff must have their hair tied back if longer than shoulder length.

Beards must be neatly trimmed unless it reflects religious belief where it must be tidy. Staff involved in food preparation may be asked to wear a beard net.

Jewellery

All employees should ensure that their jewellery is minimal, following a bare below the elbow principle, so that it does not pose a risk to themselves or others and promotes good food hygiene.

Facial piercing should remain discreet and facial jewellery should be plain and flat. This is to decrease the risk of food contamination, avoid potential harm and also to present a professional image.

Any piercings or jewellery which may cause a food contamination risk must therefore be removed (food preparation and service staff may wear a plain wedding ring and one small pair of plain earrings).

Wrist watches must be removed, by food preparation and service staff, at the start of the working day/shift and no necklaces, bracelets or anklets are to be worn. The only exception is a medical alert.

Make up and Perfume

Make up may be worn but must be kept to a minimum. The use of strong fragrances should be avoided. Line Managers will use their discretion to discuss with staff members who may be unaware of the strength of their fragrance. False eyelashes may not be worn by staff working in food preparation and service.

Tattoos

Staff member’s tattoos should not be offensive to others and where they may be deemed to be offensive, they should be covered by the individual. Where in question, staff should complete a risk assessment with their line manager to consider whether a tattoo should be covered up. Managers should err on the side of caution when deciding if a tattoo is offensive.

New tattoos must be covered with a waterproof dressing provided by the individual until they are healed.

Footwear

Footwear must be clean and in good repair, suitable for the work task and of a style that is not hazardous to either customer or staff member.

All food preparation and service staff should wear entirely black impermeable shoes with a rubber non-slip sole, that has a closed toe and back. Backless and/or open toe shoes or sandals and mules/ clogs / shoes of a croc- type style must not be worn as these constitute a hazard (Manual Handling Operational Regulations, 1992).

Kitchen and bar staff should wear shoes with a low heal which give adequate support and are strong enough to prevent damage to toes, should anything be dropped on the feet, i.e., safety shoes must be worn.

Footwear is provided by the individual. If alternative footwear is required for medical purposes, the individual will be required to provide medical evidence and could be required to have an Occupational Health Assessment.

**Staff who do not wear uniform**

Where a uniform is not a requirement of the role, it is important that employees dress in a professional manner. Employees who do not wear a formal uniform must dress in a manner that does not cause offence or embarrassment to the organisation.

Employees who wear their own clothes should ensure that they are suitable for work purposes; clean and in a good state of repair, and should look professional at all times.

Clothing that is unsuitable and must not be worn in the workplace:

* Clothes that are revealing and may cause embarrassment or offence
* Clothes with logos or advertisements; sports clothing; shorts etc
* Clothes that could be interpreted as intimidating or threatening, (. e.g., combat fatigues)
* Ripped or torn clothing

Where an employee or applicant makes a specific request as part of a religious observance the Manager will adhere to the guidance from HR department.

**Staff who are required to wear a uniform**

All employees who are required to wear a uniform must wear the uniform provided and/or agreed by the Habbibi.

Employees are required to wash their own uniform as detailed in the garment label.

For those employees who wear a uniform when working the following must be observed:

* Employees will be provided with an adequate number of uniforms by the organisation.
* All uniform must be clean, ironed and presentable and employees should have access to a spare uniform in case of an accident
* Employees must presume some degree of contamination following a shift, even on uniform or clothing which is not visibly soiled. Employees must therefore change out of their uniform as soon as is practical at the end of each shift. A clean and freshly laundered uniform must be worn daily.

**Return and renewal of uniform**

Requests for new uniforms will be at the discretion of the line manager and all old uniforms must be returned when the new uniform is issued. However, managers should ensure that they provide employees with an adequate number of uniforms. Uniforms will be returned to the employee’s line manager when employment ceases.

**Dress Code Violations**

Line Managers are expected to inform employees when they are violating the Uniform and Personal Presentation Policy. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes, which will be unpaid.

Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.