



# Bookmark

## Dress Code Policy

### Dress Code Policy (Employees and Volunteers)

We want you to be yourself, and to come to the office, alternative place of work, or school each day feeling your best. That's why we don't have a strict dress code, we just ask that you dress in a way that means you can represent Bookmark appropriately and professionally.

We ask that you:

- promote a positive image and look professional
- respect religious, racial and gender-specific clothing requirements and those of colleagues with disabilities where possible
- take account of health and safety requirements

You shouldn't wear casual, gym or beach wear, including tracksuits, sports t-shirts or shorts, combat trousers, jogging bottoms or leggings. Clothing shouldn't be dirty, frayed or torn, and tops shouldn't carry wording or pictures that might be offensive or cause damage to Bookmark's reputation. It's inappropriate to wear clothing such as shorts, crop tops, or see-through clothes that expose areas of the body normally covered at work. Footwear must be safe and clean and take account of health and safety considerations; plastic flip-flops aren't allowed. Colleagues shouldn't wear clothing or jewellery that could present a health and safety risk. These expectations are in place for both employees and volunteers who are representing Bookmark when volunteering in schools.

Please be cognisant that donors and other external visitors may be attending the office, which supports the need for the dress code specifications above.

You can wear religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it breaches this guidance or compromises the health and safety of yourself or any other person.

Priority is always given to health and safety requirements, and it's important that we all dress in a manner appropriate to our environment and the type of work or volunteering we do. We expect you to take a common-sense approach to what you wear, but if you do have any questions, please speak to your line manager, Community Manager (in the instance of volunteers), or a member of the SLT.

#### Personnel responsible for implementing the policy

The Board of Trustees has overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for its operation to the SLT. Any issues will be addressed in line with our [Disciplinary Procedure](#).