

# Dress Code Policy



The Institute  
of Contemporary  
Music Performance

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V4.1	May 2024	Review following consultation - merger	Head of HR	May 2027 and as required
V4.0	May 2022	Scheduled review	Head of HR	May 2025 and as required
V3.0	Oct 2020 HR Dept	Scheduled review	Head of HR	Oct 2021 and as required
V2.3	13/08/19 ExCo	Annual review	HR Manager	July 2020 and as required
<b>Related policies</b>				
<ul style="list-style-type: none"><li>Disciplinary Policy</li></ul>				
<b>External Reference</b>				
N/A				

## **1. Policy**

1.1. This policy is to be used in conjunction with the following related policies and procedures:

- Disciplinary

## **2. Purpose**

2.1. The personal appearance and cleanliness of employees makes an important contribution to the company's reputation and image, as well as supporting high standards of health and safety. For these reasons, it is important that an employee's personal appearance is professional, creates a good first impression and reflects the environment in which they work.

## **3. Scope**

3.1. This policy relates to:

- All contracted members of ICMP staff (Permanent, Zero Hour and Provision of Teaching Service Agreements and Casual Workers).
- Service Providers & Professional Practitioners.

## **4. Principles**

4.1. The directions and requirements within this policy are not exhaustive and employees are expected to comply with further management instructions concerning dress, appearance and cleanliness.

4.2. The dress code at the ICMP is smart casual. However, not all casual clothing is suitable attire for wearing in an office environment. These guidelines have been designed in order to help an employee determine what is appropriate to wear while at work.

4.3. In a casual, professional work setting, employees should wear clothing that is comfortable and practical, but not distracting or likely to cause offense (i.e. messages – pictorial or textual – that could be construed as being abusive, pornographic, racist or otherwise derogatory).

4.4. Items such as flip-flops, casual shorts (includes sports, beach, swim or similar shorts), most sportswear, and ripped or torn clothing are not appropriate for our professional working environment. Other inappropriate attire includes anything that reveals too much of a person's back, chest, stomach or underwear.

4.5. This dress code does not cover all contingencies, so employees are expected to exercise judgement in their choice of clothing whilst at work. The same dress code should be adhered to at any trade shows, and at internal or external customer-facing events. If an employee is uncertain about the acceptability of attire that they wish to wear at work, they are advised to consult with their line manager.

## **5. Breach of the Policy**

5.1. If clothing fails to meet the expected standards, as determined by an employee's line manager, an employee should expect to be asked not to wear a particular item or items to work again. If the problem persists, an employee may be sent home to change clothes and may thence be subject to the company's Disciplinary procedure.