



P.J Staffing Dress Code & Personal Hygiene Policy

Purpose

P.J Staffing requires all agency workers to present themselves in a professional manner, with regard to attire, personal hygiene and appearance. These standards are commensurate with our organisational practises of appropriate business conduct, professionalism and dress code.

This policy shall address:

1. Work Appropriate Hygiene
2. Acceptable levels of personal grooming
3. Appropriate dress code
4. Policy compliance

Hygiene

P.J Staffing agency workers are expected to meet hygiene requirements during all assignments and for the duration of their employment.

- Maintain personal cleanliness by bathing daily
- Oral hygiene (brushing of teeth required)
- Use deodorant / anti-perspirant to minimise body odour
- No heavily scented perfumes, aftershaves or lotions. These can cause allergic reactions, migraines and respiratory difficulty for some individuals
- Clean and trimmed fingernails (No nail polish or nail extensions)
- Wash hands after eating or using toilets / bathrooms

Personal Grooming

- Clothing must be clean, pressed, in good condition and fit appropriately
- Shoes should be black, closed toe and in good condition
- Socks or Hosiery must be worn
- Hair should be neat and well-groomed inc sideburns and moustaches (no bright / extreme artificial colour will be permitted)
- Long hair should be neatly tied back and firmly secured
- Make up should be worn moderately
- No excessive jewellery (A simple plain wedding band, a discrete watch and plain stud earrings are acceptable)



Appropriate dress code

- Plain Black Trouser (No Denim, Leather, Joggers or Ripped Jeans)
- Plain Black Knee Length Skirt (No Denim, Leather or Rips)
- Plain Black Socks or Tights
- Plain Black Closed Toe Smart Dress Shoes
- Plain Black Long Sleeved Collared Shirt
- Plain White Long Sleeved Collared Shirt (Bibi's ONLY)



If there is any variation to the above, you will be notified in your assignment confirmation.

Policy Compliance

The standards set out in this policy are the minimum expectations required for all agency workers.

P.J Staffing reserve the right to cancel any agency workers assignment where these standards are not met. This could include at check-in, on arrival or during an assignment.

It is important to note, that you are on a contract for services and engage with P.J Staffing, and we engage you for services for clients, failure to comply with this policy will lead to a strike being noted on your profile with P.J UK Staffing & Events LTD (P.J Staffing).

Please sign and return this policy to signify your agreement and compliance to these terms

I acknowledge that I have received the P.J Staffing Dress Code Policy, and agree to comply with all the points included:



Candidate Name

Candidate Signature

Signed on behalf of P.J UK Staffing & Events LTD (P.J Staffing)

PAUL J EVANS

Managing Director