



Dress Code & Appearance Policy

General

It is important that Cava Security Services Limited portrays an image which instils confidence, credibility and respect to our clients and the public and to present a professional image to colleagues and other organisations.

This policy outlines the general principles of the dress and personal appearance standards for Cava Security Services Limited. Any breach of this policy may result in disciplinary action being considered. The examples stated in this policy on pages are not exhaustive, and the Company recognises that there may be variances and will make a reasonable effort to accommodate variations in dress for religious and cultural reasons.

The guidance is presented in gender neutral terms. All staff are welcome to wear business attire appropriate to their identity. Gender labels given to items of issued uniform are not restricted to that gender; transgender or non-binary staff can wear the attire that they feel most comfortable in.

Dress Code

All epaulettes/insignia must be always worn. Individuals performing duties must also wear their epaulettes.

Headwear must be always worn when performing duties outside unless it is not practical to do so. It may be removed while in a vehicle. Normal operational headwear is the uniform, this is a peaked cap for all officers. Helmets/hardhat must be worn when directed as part of an operational order or plan. Alternative headwear to meet religious and cultural needs may be worn. This must be matt black material to match the existing service issue headwear.

Shirt sleeve order with tie may be worn. When wearing a long-sleeved shirt, the sleeves must be fastened at the wrist or folded neatly just above the elbow. All uniformed staff must wear operational shirts whilst on duty, with or without body armour. The traditional white shirt may be worn due to different circumstances which make it more appropriate.

Ties may only be removed in 'shirt sleeve order' at the discretion of line managers. The wearing of any other upper body garment without a tie is not permitted. This excludes body armour.

Tights must be black. Socks must be either black, dark grey or dark blue. Also, any footwear for individuals, shoes, and boots, must be black and plain in design.

The only permissible pin badges, patches and lanyards are those issued by the Cava Security Services Limited.

The wearing of Personal Protective Equipment (PPE) is mandatory as part of your Health & Safety.

High visibility clothing must be worn when duties are carried out in a high-risk area. It must be readily available in vehicles when on patrols.

Personal Appearance

Hair

Hair must be neat and tidy above collar length and secured above the collar if long. It must not be dyed in unnatural colours or styled in an unconventional way that may make members of the public feel uncomfortable or intimidated.

Facial Hair

Beards, moustaches, sideburns, or any combination must be neatly always trimmed, unless a religious belief or requirement dictates otherwise. Facial hair must not be dyed in unnatural colours or styled in an unconventional way that may make members of the public or our clients feel uncomfortable or intimidated.

Items of religious or cultural belief

Items of Religious or Cultural significance may be worn provided they do not present a risk to the individual, their colleagues or members of the public.

Jewellery

The wearing of jewellery on your shift is discouraged, this is due to potential risks of personal injury of wearing all types of jewellery. A wedding/partnership ring may be worn. Simple earring studs may be worn either single or as a pair worn in the earlobe. The wearing of jewellery in accordance with religious belief is permitted but must be discussed with your line manager for the purpose of health and safety risks. Any claim to the company for the loss or damage of expensive jewellery or wrist watches will not be accepted.

Facial Piercings

Facial studs, including tongue studs and pins must not be worn.

Spectacles and Contact Lenses

All spectacles and contact lenses are permitted.

Sunglasses

Sunglasses are permitted to be worn when necessary but must be of plain design and not mirrored. Worn only in bright sunlight when driving a vehicle. Removed when dealing with an incident or speaking with our clients or members of the public. Not to be worn by individuals on foot patrol, unless there is evidence provided that is necessary and approved by a line manager. Any claim to the company for the loss or damage of sunglasses/spectacles will not be accepted.

Makeup

Only a modest amount of make-up is permitted. Any officer on duty should have plain, colourless nail varnish.

Tattoos

Any tattoos **must be always covered** when on duty. New applicants must declare if they have any visible tattoos providing images and a description of the meaning behind them. Tattoos on the face, or visible above the collar line or on the hands may be permitted on a case-by-case basis.

Name: Mal Ullah

Position: Compliance Director

Date: 13/07/2021

Signed: *Mal Ullah*