HUMBERSIDE FIRE AND RESCUE SERVICE

Service Improvement

Standards of Appearance and Professional Presentation Policy

Owner	**Executive Director of Corporate Services**
Responsible Person	**Head of Corporate Assurance**
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1. INTRODUCTION

By its appearance, Humberside Fire and Rescue Service inspire confidence from the public and portrays the positive corporate identity of the Service during work activities. All employees act as ambassadors for the Service and the way Humberside Fire and Rescue Service (HFRS) employees present themselves is important, not only to the image of the Service, but may also have health and safety implications.

Guidance within this document will provide information to all staff outside of operational activities relating to acceptable standards of dress and appearance for all circumstances likely to be encountered as a result of employment with HFRS.

HFRS will maintain a positive public image through the application of standards of appearance.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do; therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY, DIVERSITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees, and service users.

3. AIM AND OBJECTIVES

To ensure that the dress and appearance of staff outside of operational activities meets with Service requirements.

To ensure that staff outside of operational activities are aware of the acceptable standards of dress and appearance and to ensure that these standards are adhered to throughout the Service.

A review of continued compliance including monitoring of staff affected by this policy will be undertaken by the policy owner.

4. ASSOCIATED DOCUMENTS

- Equality Impact Assessment
- Legal References
    - Health and Safety at Work Act 1974
- National Guidance

- Government workplace dress-code guidance;
- Acas equality/discrimination guidance;
- the Core Code of Ethics for Fire and Rescue Services England, which HFRS has expressly adopted.

5. DRESS CODES

Staff are required to wear the clothing appropriate for the activity being undertaken in accordance with the guidance below and detailed in the Appendices. This will ensure all are appropriately protected for the activity and present a corporate uniform image.

Corporate Uniform will be provided and worn by Fire Staff undertaking a public facing role, where appropriate for the activity. Corporate Uniform will take different forms which relate to the type of activity. The items which constitute each Dress Code and the activities and occasions on which each of the Dress Codes apply are described in Appendix A.

In certain circumstances, middle and senior management will wear formal dress uniform when standard uniform may not be conducive to that occasion (see Appendix A).

General Principles

- All clothing must be clean, tidy, and appropriate to the role.
- Staff must not mix uniform and non-uniform items.
- Smart business attire is expected for non-uniformed staff.

Reasonable Adjustment

HFRS will consider reasonable adjustments and appropriate variations to uniform, dress and appearance requirements where required by law or otherwise appropriate, including where requirements interact with disability, pregnancy or maternity, religion or belief, or other protected characteristics. Any variation must also take account of genuine health and safety requirements. The line manager will support the staff member with a locally agreed alternative, if practicable.

100% cotton polos can be ordered through the Stores sections if this is deemed necessary upon completion of an OH&W appointment. A decision record should be completed to capture that decision.

The employee is responsible for submitting a self-referral to OH&W via Opas -G2 and the request will be discussed at the appointment. Once the reasonable adjustment is authorised, OH&W will order the cotton polo shirts from Stores.

The employee must discuss the adjustment in uniform/clothing with the relevant line manager prior to wearing in Service.

Maternity trousers can be ordered as standard through the APTOS system.

Alternative non-uniform dress should always be smart/smart casual and appropriate to the role being carried out.

Uniformity of Appearance

Supervisory managers are responsible for ensuring that all staff under their responsibility are uniformly attired according to the duties being performed and that the clothing is maintained to a high standard.

The following will apply:

- When wearing corporate uniform, the appropriate role markings must always be attached to the shoulder straps.
- Medals, medal ribbons, either cloth or enamel, awards, and commendations,must be worn in accordance with Section 8.
- Fire and Rescue Service Long Service and Good Conduct Medal and Claspsare not to be worn on standard uniform
- Badges related to nationally recognised events, celebrations or campaigns can be worn if endorsed by the organisation.
- All other badges, e.g. FBU, 9/11 USA flags etc., are not permitted and must not be worn on the uniform. Maintaining uniformity is important and must be managed Service wide, however, as a supportive organisation we are open to suggestions. If a group or individual has a suggestion to wear additional and alternative insignia this should be forwarded through their line manager for consideration at the appropriate level.
- Any other article of clothing, i.e., non-uniform shirts, tee-shirts are not to be worn when on duty.
- Shirts are to be tucked into trousers and must be worn with HFRS issue trousers by all staff issued with uniform.
- Specific guidance on hairstyle, facial hair and the wearing of jewellery is provided within this document.
- When either the ‘Beanie hat’ or baseball cap is worn, the HFRS insignia must be to the front of the forehead.
- The wearing of the thermal ‘Beanie’ hat / baseball cap should be limited to their intended use and not for formal occasions.

Wearing of HFRS issue clothing whilst not at work

Staff must not wear HFRS-issued clothing outside of work, except when travelling directly to or from a location where they are reporting for duty. In such cases, wearing uniform is permitted. Staff should remain mindful of current UK Threat Level when deciding whether to wear uniform in public

6. CARE OF UNIFORM AND PERSONAL EQUIPMENT

It is the responsibility of individual staff to maintain all items of uniform issued to them by the Service to a high standard.

In any instance of failure to take proper care of any item of personal issue on the part of an individual, the line manager will submit a report to the relevant Director, through their Head of Function stating the circumstances. The report should indicate if investigation has revealed any negligence.

Disposal of HFRS Badged Uniform

HFRS logo, role markings and other identifying items must be removed before spare uniform is kept, donated or recycled. Items that cannot be safely de-badged must be returned to Stores for secure disposal.

7. WEARING OF IDENTIFICATION (ID) CARDS

All staff are issued with an identification card, the purpose of which is two-fold:

- To provide proof of identity of the holder.
- To empower officers to enter premises in accordance with relevant legislation.

All Fire Staff

ID badges will be worn, and visible, by staff that might reasonably be expected to deal with members of the public.

Loss of Identification Card

If an identification card is lost the following procedure will apply:

The member of staff must contact Service Control, the Custodian or the People Hub immediately who will then remove the access from the lost card and issue a new card as a replacement.

8. PRESENTATIONS, CEREMONIAL AND SPORTING EVENTS

Dress For Uniformed Fire Staff At A Formal Parade Or Presentation

Fire Staff who wear uniform for their role should wear formal dress as indicated below.

Role	Dress Code
Area Manager, Director and above	Dress Uniform, Cap
Station Manager and above	Dress Uniform, Cap
Firefighter to Watch Manager	Standard Uniform
Firefighter to Watch Manager (Control)	Standard Uniform
Uniformed Fire Staff	Standard Uniform
Central Training Crew Managers to Watch Managers	Dress Uniform, Cap

Dress for Non-Uniformed Fire Staff at a Formal Parade or Presentation

Non-uniformed Fire Staff receiving HFRS medal or other awards should wear appropriate smart dress.

Dress for Sporting Event Presentations

Staff receiving awards at sporting events may wear either smart casual (no jeans/denim), standard uniform or dress uniform when deemed appropriate by the Chief Fire Officer and

Chief Executive.

Dress for External Sporting Activities

Staff attending HFRS sponsored events, such as the World Firefighters Games, may utilise specialist Service issued sportswear, tracksuits for example, to show HFRS sponsorship of the event. Specialist sportswear is available on a loan basis and staff will be expected to return items of clothing in a clean, laundered condition unless alternative provision has been made.

9. HAIRSTYLES, JEWELLERY AND TATTOOS

Staff must maintain a professional appearance that meets health and safety requirements, equality standards, and the expectations of a public-facing emergency service.

Hairstyles

Staff must maintain a professional appearance, and hairstyles must not create hazards.

Jewellery

Staff must ensure that any jewellery they wear do not interfere with their tasks and do not create hazards.

Tattoos

- **Body Tattoos**

Tattoos to the body are permitted providing that where visible, they are not of an offensive nature, and they do not detract from the positive public image of the Service.

- **Facial Tattoos**

Facial tattoos are not generally permitted as it is felt they may detract from the positive public image of the Service; however, an assessment would be made on an individual basis to consider religious and cultural beliefs.

- **Tattoo Healing Process**

The healing process for tattoos can take up to eight weeks and therefore individuals must ensure that tattoos do not affect their ability to carry out their normal duties.

If you require any further guidance / information in relation to this policy, please contact Corporate Assurance

APPENDIX A: CORPORATE UNIFORM

Standard Uniform

- Uniform trousers with HFRS belt
- Navy blue wicking shirt with HFRS insignia and appropriate role markings on the shoulder straps.
- Black socks
- Black Service issue boots.
- Fleece with HFRS insignia and appropriate role markings epaulets attached to the shoulder straps.
- Inclement jacket, when a specific need is identified.
- Baseball cap with HFRS insignia shown to the front, when a specific need isidentified.
- Black thermal 'Beanie' hat may be worn, when a specific need is identified, in conjunction with the fleece and inclement jacket.

Formal Dress: Station Manager and above

- Uniform trousers with HFRS belt
- White cotton shirts or white blouse, black tie or cravat and appropriate role marking epaulets attached to the shoulder straps, when appropriate for SM and above
- Black socks
- Black Service issue boots.

Formal Dress: Firefighters, Crew Managers and Watch Managers

- Uniform trousers with HFRS belt
- Navy blue wicking shirt with HFRS insignia and appropriate role markings on the shoulder straps.
- Black socks
- Black Service issue boots

The dress listed above shall be worn by all staff for conduct and performance hearings, formally constituted internal meetings, official presentations, inter-service functions (when representing the Fire Service) routine activities and other formal and informal activities.

Formal Dress: Central training Managers

- Uniform trousers with HFRS belt
- Navy blue wicking shirt with HFRS insignia and appropriate role markings on the shoulder straps.
- Black socks
- Black Service issue boots

Dress Uniform: Central Training Instructors, Station Managers and above

Consists of Service issue:

- Dress trousers or skirt with belt
- Dress jacket, with appropriate markings

- White shirt, with appropriate role epaulettes
- Cap
- Tie or cravat as an alternative
- Black socks
- Black shoes

In addition, the Chief Fire Officer, Deputy and Assistant Chief Fire Officers will be issued with Gorget Patches for their dress uniform.

For use on special occasions and where a distinct difference is required for specific duties for Firefighters, Crew Managers and Watch Managers such as pall bearers, there will be a limited stock available at Service Headquarters Stores for dress uniform.

Non-Uniformed Fire Staff

Staff are encouraged to wear smart, business-appropriate attire that is clean, tidy, and suitable for their role and responsibilities. Managers may provide further guidance where necessary to ensure consistency and appropriateness across teams.

To uphold these standards, the following items are not permitted during working hours or within workplace premises (unless otherwise approved for events / training)

- Jeans (of any style, material or colour)
- Inappropriate footwear – (i.e. beachwear / unkept / worn-out footwear / don't offer sufficient protection)
- Hats or headwear worn indoors (except for religious or medical reasons)
- T-shirts without a structured collar (except smart tops that present a professional image)
- Any clothing that is overly casual, worn, or not in keeping with a professional image

Physical Training or Sportswear:

Subject to a suitable risk assessment the line manager may authorise staff to wear personal sportswear during sporting activities. Line managers are to ensure that all personal sportswear does not have any inappropriate motifs or images that may cause offence.

APPENDIX B – STANDARD ISSUE UNIFORM LIST

Garments Standard Issue	Operational FF CM WM	SM & Above	Control	Contingency Crews/Control	Falls Team	Driver Training	L&D Team Technician	Incident Command Tech	Training Instructors (WM/SM)	Training Technicians	Prevention Advisors / Youth Delivery	Protection Inspectors	Protection Supervisors	Hydrants	Stores	Canteen	Estates	Resilience	ICT	H&S Advisors	Fitness Advisors	District Admins	Corporate Assurance Reception
FIRE HELMET	1	1	0	1	0	1	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0
PPE LEGGINGS	2	2	0	2	0	1	0	0	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0
PPE TUNIC	2	2	0	2	0	1	0	0	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRE BOOTS	1	1	0	1	0	1	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0
RESCUE JACKET	1	1	0	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
UNION JACK PATCH	1	1	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FLASH HOOD	2	2	0	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SAFETY BOOT	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	0	0	0
MICRO FLEECE	2	2	2	1	1	0	0	0	2	2	2	1	1	2	2	0	2	2	2	2	0	0	0
BLUE POLO SHIRT	4	4	4	4	2	5	5	5	8	8	4	5	1	4	4	0	4	4	4	4	0	0	0
BLACK JACKET OPS	1	1	1	1	0	0	1	1	1	1	1	0	0	0	0	0	0	0	0	1	0	0	0
BLACK SOCKS	4	4	4	4	4	4	4	4	4	4	4	4	0	4	4	0	4	4	4	4	0	0	0
BLACK CARGO TROUSERS	2	2	2	2	2	2	2	2	4	3	2	2	1	2	2	0	2	2	2	2	0	0	0
WEBBING BELT	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	0	0	0
BASEBALL CAP	1	1	0	0	0	0	1	1	1	1	1	1	1	1	1	0	0	0	1	1	0	0	0
BEANIE HAT	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	1	1	0	0	0
WHITE SHIRTS	0	4	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JACKET/BLAZER	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
DRESS UNIFORM TROUSER	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DRESS BELT	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
TIE/CRAVAT	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DRESS CAP	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DRESS SHOES	0	STORES	STORES	0	0	0	0	0	STORES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RANK MARKING SET	2	2	2	2	0	2	0	0	2	0	2	2	2	2	2	0	2	2	2	2	0	0	0
JACKET SUPPORT	0	0	0	0	1	1	0	0	0	1	0	1	1	1	1	0	1	1	1	0	0	0	0
CARDIGAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
SKIRT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
CORPORATE TROUSERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
CORPORATE DRESS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
SCARF/TIE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
SHIRT/BLOUSE LONG SLEEVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
SHIRT/BLOUSE SHORT SLEEVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
BLACK TRACKSUIT BOTTOMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Black TRACKSUIT TOP (Quater Zip)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0
BLACK PT T-SHIRT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0
BLACK PT POLO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0
BLACK GILET	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
APRON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0
CHEF HAT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0
CHEF JACKET	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0
CHEF TROUSERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0
CHEF SAFETY SHOE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0