


## UHL Apprenticeships and Development Centre Dress Code Policy

|  |   |  |
|--|---|--|
| <b>Centre Lead</b>                                 | Judith George<br>Centre Education Manager - UHL Apprenticeship and Development Centre   |  |
| <b>Written By</b>                                  | Judith George<br>Centre Education Manager - UHL Apprenticeship and Development Centre   |  |
| <b>Checked and Approved by Board Director Lead</b> | Clare Teeney<br>Chief People Officer  | <i>Signature:</i><br> |
| <b>Consultation</b>                                | UHL Apprenticeship and Development Centre   |  |
| <b>Version</b>                                     | V3  | December 2025  |
| <b>Supersedes</b>                                  | V2.2  | April 2024   |
| <b>Date of Original Approval</b>                   | July 2018   |  |
| <b>Next review Planned</b>                         | December 2028   |  |
| <b>Supporting Document(s)</b>                      | <ul style="list-style-type: none"> <li>• Religion and Belief Equality Policy</li> <li>• Appeals Policy</li> <li>• Policy of Policies</li> <li>• UHL Uniform and Dress Code</li> </ul> |  |

## Contents

|  |   |
|--|---|
| 1. Rationale.....  | 3 |
| 2. Inappropriate dress.....                                  | 3 |
| 3. Addressing concerns relating to inappropriate dress ..... | 3 |
| Appendix 1 .....   | 5 |
| Appendix 2 .....   | 6 |
| Appendix 3 .....   | 7 |
| Appendix 4 .....   | 8 |
| Appendix 5 .....   | 9 |

## Document Amendment and Review Log

|               |                                |            |    |
|---------------|--------------------------------|------------|----|
| December 2022 | V2.1 Change of name            | 15/12/2022 | JS |
| April 2024    | V2.2 Document branding updated | 23/04/2024 | JS |
| December 2025 | V3 Check and Refresh           | 16/10/2025 | JG |

## **1. Rationale**

University Hospitals of Leicester Apprentice and Development Centre imposes no dress code on its learners on study days and welcomes the diversity of the wearing of items relating to different cultural or religious norms. The purpose of this policy is to provide guidance on dress which is acceptable and which is not.

## **2. Inappropriate dress**

2.1 Although there is no imposed dress code, certain attire is inappropriate and must not be worn to study days. It is recommended that learners adhere to their employer's organisational policy wherever possible.

2.1.1 Dress, symbols or jewellery must not have implications for, or contravene, health and safety policy and practice

2.1.2 Dress must not affect the quality of teaching or learning or the performance of agreed duties

2.1.3 Dress must conform to acceptable standards and decency

2.1.4 Slogans or symbols that constitute harassment and may cause offence to others (e.g. those that are either racist, sexist or homophobic) must not be worn/ displayed.

## **3. Addressing concerns relating to inappropriate dress**

3.1 Appendix 1 shows the process for addressing concerns

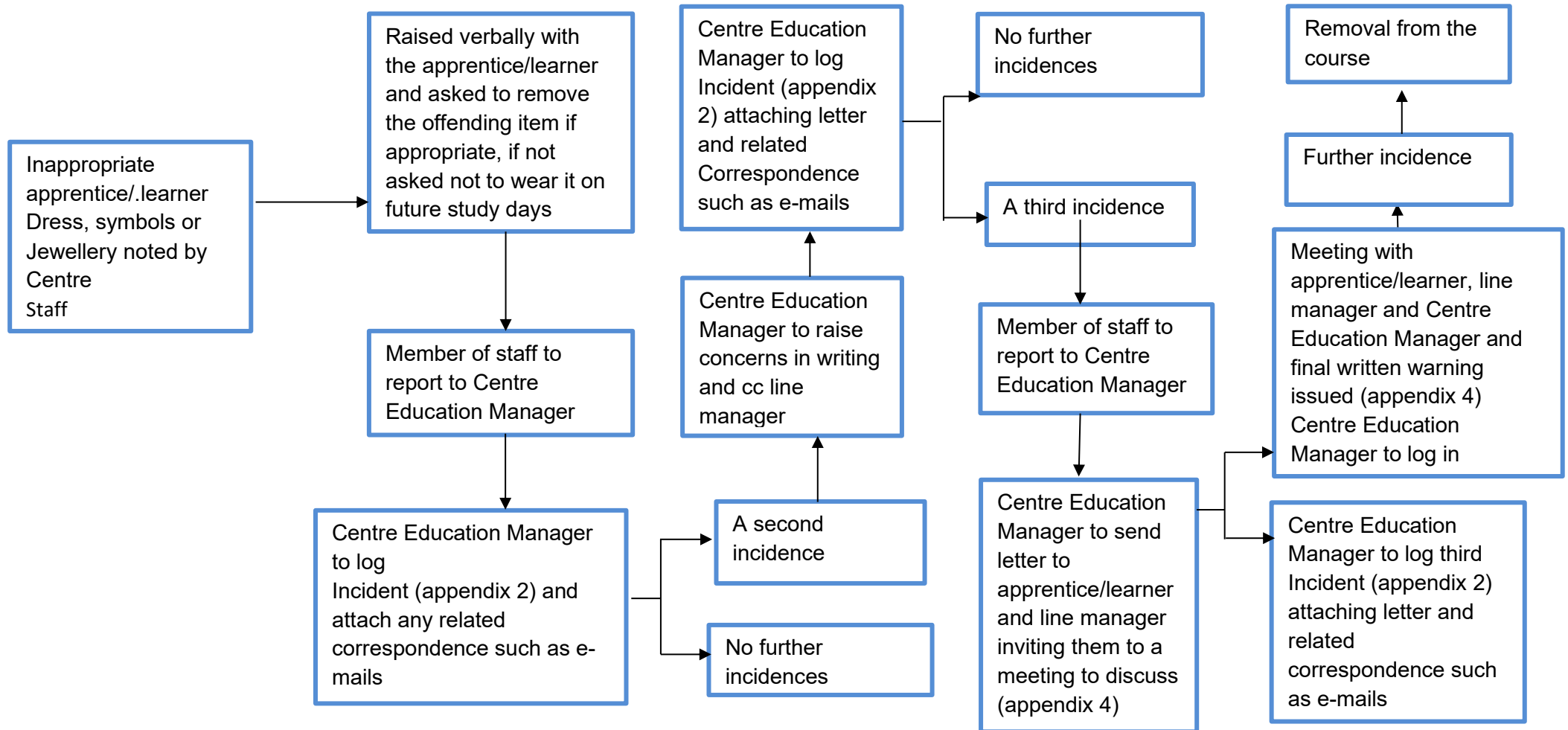
3.2 If an apprentice/learner is deemed to be wearing an inappropriate item of clothing or jewellery this will be addressed with them verbally by the centre member of staff e.g. Practitioner, in the first instance. If they are able to, and it is appropriate, they will be asked to remove it. If not they will be asked not to wear it on future study days. The conversation will be reported to the Centre Education Manager, who will log the discussion (appendix 2). Copies of any correspondence e.g. e-mails should be stored with the log.

3.3 A second incident of inappropriate dress or jewellery will result in a letter to the learner and their manager (appendix 3).

- 3.4 Any further incidents will result in a formal meeting (appendix 4), where the outcome will be a final written warning and possible exclusion from the course. The outcome of the meeting will be shown by letter (appendix 5).

Appendix 1

Process for Raising Concerns on Learner Dress Code at Study Days



Appendix 2

### Inappropriate Dress, Symbols and /or Jewellery Log

To be completed and kept by the Centre Education Manager, together with all related correspondence

| Date | Learner name | Apprentice/<br>Learner<br>number | Course | Details | Reported<br>by | Reported<br>on<br>(date) | 1 <sup>st</sup> , 2 <sup>nd</sup> or<br>3 <sup>rd</sup> offence | Action taken<br>(including dates) |
|------|--------------|----------------------------------|--------|---------|----------------|--------------------------|---|-----------------------------------|
|      |              |                                  |        |         |                |                          |   |                                   |
|      |              |                                  |        |         |                |                          |   |                                   |
|      |              |                                  |        |         |                |                          |   |                                   |
|      |              |                                  |        |         |                |                          |   |                                   |
|      |              |                                  |        |         |                |                          |   |                                   |
|      |              |                                  |        |         |                |                          |   |                                   |
|      |              |                                  |        |         |                |                          |   |                                   |

**Appendix 3**

UHL Apprenticeship and Development Centre  
 Knighton Street Offices  
 Leicester Royal Infirmary  
 LE1 5WW

Tel: 0116 258 6112

[Insert Date]

[Insert Line Manager's name]  
 [Insert Line Managers area of work]

Dear [Insert name]

**Re: Instance of Unacceptable Dress/Jewellery**

I am writing to inform you of a second incident of inappropriate dress or jewellery has occurred with a member of your team whilst on a study day at the centre. The first incident resulted in a verbal warning.

This is in breach of the UHL Development and Apprenticeship Centre Dress Code Policy Please can you discuss the below with your employee and reinforce the behaviour required whilst on their training programme.

| Date | Issue | Action taken | Action required by Manager |
|------|-------|--------------|----------------------------|
|      |       |              |                            |

At this point [Insert name] is welcome to re-join their learning at the next session, however should their dress code not meet the required level going forward, a second letter will be sent which will constitute a final written warning. Failure to comply may result in expulsion from the course.

Yours sincerely

[add name and title]

**Appendix 4**

UHL Apprenticeship and Development Centre  
 Knighton Street Offices  
 Leicester Royal Infirmary  
 LE1 5WW

Tel: 0116 258 6112

[insert Date]

[insert Line Manager's name]  
 [insert Line Managers area of work]

Dear [insert name]

**Re: Management of Unacceptable Dress Code Policy**

I am writing to inform you of a number of incidents of inappropriate dress, symbols or jewellery with a member of your team whilst on the [add course]

The below table shows the breaches of dress code previously raised

| Date | Breach | Action taken |
|------|--------|--------------|
|      |        |              |
|      |        |              |

The following breach has occurred

| Date | Breach | Action taken |
|------|--------|--------------|
|      |        |              |

Due to this being a 3<sup>rd</sup> breach, a meeting on [Insert date] at [Insert location] has been arranged for yourself and [Add name] to meet with the Centre and discuss a way forward.

It is important to note that one outcome from the meeting could result in the termination of the programme of study.

Please reply by [Add date] to confirm attendance and advise if any special requirements are needed to support the meeting.

Yours sincerely

[Add name] Centre Education Manager  
 PP Line Manager

## Appendix 5

UHL Apprenticeship and Development Centre  
Knighton Street Offices  
Leicester Royal Infirmary  
LE1 5WW

Tel: 0116 258 6112

[Insert Date]

[Insert Line Manager's name]  
[Insert Line Managers area of work]

Dear [Insert name]

### **Re: Outcome of meeting to discuss the management of unacceptable dress code**

I am writing to formally notify you of the outcome of the meeting held on [Add date] having formally discussed this with you / discussed this in your absence [select option and delete the other].

[Add name] is welcome to remain on the course but any further breaches will result in termination from the course.

[Add name] will be removed from the course as a result of continued breaches of the dress and/or jewellery code.

***[Select 1 of the above options and delete the other]***

If you wish to appeal against this decision this can be done so using the Appeals Process.

Yours Sincerely

[Add name]  
Centre Education Manager  
PP Line Manager