



Uniform and PPE Policy

This policy applies to all companies within the Relyon Group.

This policy prescribes the mandatory standards of the wearing of uniform and PPE. This policy is not exhaustive, staff must use common sense in adhering to the principles of this policy.

The company recognises the diversity of cultures and religions of its employees and will take a sensitive approach when defining uniform and PPE requirements, however priority will always be given to health and safety in the workplace.

Responsibility of Line Managers

Line Managers will monitor this policy and inform employees that are in contravention of this policy.

Responsibility of Employees

Employees, whilst on duty must ensure they are wearing the correct uniform and PPE for their role as prescribed by the company.

Employees in violation of the policy may be asked to stop work and return home in their own time to change into appropriate uniform and PPE.

If an employee refuses to follow this policy or persistently violates it, the matter will be dealt with through the company disciplinary procedures and in line with the company disciplinary policy.

Employees must advise their Line Manager immediately of any defects to their uniform and/or PPE.

General Requirements

Employees, whilst wearing uniform or corporate wear, represent the company and should refrain from any activity which may damage the reputation of the company.

As a matter of general courtesy, employees are expected to maintain high standards of personal hygiene.

Operational Staff

Employees engaged in work related tasks and whilst on duty are required to wear company issued uniform and PPE.

Employees will be supplied with uniform and PPE applicable to their role which may consist of all or some of the below;

- Polo shirt
- Jumper
- Tabard
- Coat

- High Vis coat
- Fleece
- Cold weather kit
- Safety shoes
- Suit trousers
- Formal shirt
- Suit jacket
- Tie
- Tactical vest
- Hat/Cap
- Hard hat

A contribution of £40.00 will be made towards the purchase of safety boots or trainers, should any employee not wish to wear the company issued items. A receipt should be submitted to your line manager who will arrange for the contribution to be paid in the form of an expense claim.

The above list is not exhaustive and may change from time to time.

Employees will be required to sign on receipt of uniform and PPE. Upon acceptance the uniform and PPE becomes the responsibility of the employee for maintenance and care.

Uniform and PPE remains the property of the company at all times and will be returned by the employee upon leaving the company, or at any time as demanded by the company.

If uniform or PPE requires replacing the employee must return the existing in exchange for replacement.

Whilst normal wear and tear is expected, excessive damage or loss of the uniform will/may result in the company requesting a contribution to the replacement.

PPE should be used in the correct and specified fashion. Employees must not interfere with or compromise PPE provided for their safety or the safety of others.

Failure to ensure the correct PPE is worn may result in disciplinary action in line with the company's Disciplinary Policy.

Identity Badges and SIA Licence

For employees of Relyon Guarding & Security Services, operational employees are required to wear their company issued identity badges and SIA licence at all times. Failure to adhere to this may result in disciplinary action in line with the company's Disciplinary Policy.

