

# Dress Code and Code of Conduct

Little Rainbow Nursery employees are required to abide by our dress code and code of conduct.

Dress code is “Smart and Practical” **BLACK CLOTHING ONLY** (including black head scarfs, Jillbabs etc)

Employees are **Not Permitted** to wear:

- Trainers, **high-heeled** shoes, mules or “flip-flops”. Shoes should be clean and in a good state of repair.
- Heavy make up or an excessive amount of jewellery (1 or 2 rings and 1 pair of small earrings is acceptable).
- Tracksuit bottoms or sweatshirts.
- Jeans- (trousers should be ankle length and tailored).
- Short skirts, low tops, cropped tops.
- Contact lenses should be transparent (not tinted).
- Tattoos must be covered.
- Fingernails should be kept clean and at a reasonable length.

Little Rainbow Nursery employees are expected to conduct themselves, both on and **off the premises**, in a manner that is likely to bring respect for the nursery and those who work in it. This includes:

- Maintaining confidentiality of information obtained from within the nursery at all times.
- Respecting our neighbours (rudeness to neighbours, and smoking directly outside the nursery or neighbouring property is strictly forbidden).
- Speaking clearly and pronouncing words properly (e.g. yes not “yeah”, thank you not fanks) and absolutely no foul language or inappropriate discussion.
- No gum chewing.

It is compulsory for staff to abide by Little Rainbow Nursery’s dress code; if not it would result to staff being sent home (unpaid) and can lead to a disciplinary.

This policy was adopted on: April 2022

Date for review: April 2023