

# Uniforms and personal grooming guide

*Presenting yourself to a professional standard at work*



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**It is important for you to be clean and tidy when working in hospitality. Most hospitality businesses have hygiene and personal grooming standards for their staff. This is usually because of food hygiene requirements, but also to ensure your safety around equipment and to give a good impression to customers.**

Before you start your job, check with your employer about the clothing and grooming standards required in your workplace. Uniforms and dress standards for a job should be agreed between you and your employer as part of the employment agreement (or sometimes in workplace policies).

If you have any concerns about the uniform or differences for religious or cultural reasons, discuss this with your employer before you accept the job.

Uniforms and dress standards are often covered during the recruitment process but are not always written down. It is useful for both you and your employer to clearly record this information in case problems come up later. Once an agreement has been made, both parties must keep to it.

## Uniforms

Who pays for buying and cleaning a uniform needs to be agreed to between the employee and employer. There are many different options, including:

- the employer provides the uniforms, but you cover the cleaning costs
- the employer provides the uniforms and pays you a laundry allowance to cover the cleaning cost
- the employer provides and cleans your uniform.

Typical practice is for employers to provide uniforms for employees. An employer may ask you to provide your own uniform where the uniform is generic (eg white collared shirt, black pants and black shoes, or smart black T-shirt and black trousers). In such a case, the employer should make sure that you understand, and you have agreed to this in writing. You can choose the clothing label, cost and where you buy it from, plus it remains your own property.

For hygiene reasons when working in a hospitality establishment it is important to ensure that your uniform is clean, washed and ironed daily.

If you have to wear a uniform provided by your employer, you should also agree with them where you are allowed to wear it. The employer may want you to wear your clothes to and from work and only wear your employer supplied uniform while you are working (in which case the employer will need to provide appropriate changing facilities to protect your safety and privacy). This may be for hygiene reasons (eg if you work with food), or to protect the employer's brand.

Remember when you are wearing a uniform you are representing the company brand of who you are working for and you can be easily identified. So if you are wearing your uniform out of work hours it always pays to be aware of your behaviour and how you conduct yourself.

### Dress code

An employer will often have a “dress code” for a workplace or part of a workplace, especially if you are dealing directly with the public. This may be, for example, professional, smart, business casual, casual etc.

Different people can have different ideas about what a dress code means, so it may be useful ask your employer for example to make sure that you have a clear understanding of the employer's expectations.

### Name badges

You may be required to wear a name badge in your role.

The Health and Safety at Work Act 2015 requires employers to ensure so far as is reasonably practical the health and safety of its workers. This means that sometimes an employer won't be able make you wear a name badge with your full name printed on it if this might put you in the way of actual or potential harm, for example, from members of the public. An employer should also respect your privacy rights in term of the disclosure of your full name to members of the public. If you are concerned about having your first name on a name badge, you should discuss this with your employer. One option may be to agree to you using an agreed alternative name at work if you deal with the public.