



*Dunbartonshire and Argyll & Bute  
Valuation Joint Board*

## Dress Code Policy

<b>Version</b>	<b>Author</b>	<b>Changes</b>	<b>MT Approved</b>	<b>Board Approved</b>
1.0	K Kelly	New policy	07/04/2025	20/06/2025

## 1. Purpose

- 1.1 The purpose of this policy is to establish clear guidelines on appropriate workplace attire for employees of DABVJB.

## 2. Scope

- 2.1 This policy applies to all employees during working hours, when carrying out their duties in accordance with their contract of employment.

## 3. General Dress Code Requirements

- 3.1 Employees are expected to dress in a professional and practical manner that reflects the nature of their work. Attire should be neat, clean, and suitable for the environment in which they are working.

## 4. Office / Conference / Meeting Attire

- 4.1 Employees working in such setting should adhere to smart casual or professional attire.
- 4.2 Unacceptable attire includes:
- Tracksuits
  - T-shirts with inappropriate graphics or slogans
  - Non-tailored/casual shorts
- 4.3 When working from home, casual attire is acceptable unless representing the Assessor/ERO/Joint Board at court or tribunal hearings in which professional attire is required.

## 5. Work out of the office (Survey/Canvass etc)

- 5.1 Employees working on-site or visiting stakeholders, must wear appropriate attire that ensures safety and functionality, including:
- Professional attire
  - High-visibility vests and company-branded workwear (where necessary)
  - Sturdy, closed-toe work boots with slip resistance (where necessary)
  - Long trousers and weather-appropriate tops
  - Personal protective equipment (PPE) as required (e.g., hard hats, gloves, eye protection)
- 5.2 Unacceptable attire includes:
- Open-toed shoes or sandals
  - Casual attire i.e. shorts, casual tops
  - Clothing that poses a safety risk

## 6. Exceptions and Accommodations

- 6.1 Exceptions to this dress code may be made for medical, religious, or cultural reasons. Employees requiring accommodations should contact their line manager.

## 7. Compliance and Enforcement

- 7.1 Failure to comply with this policy may result in disciplinary action. Line managers are responsible for ensuring adherence to these guidelines and addressing any dress code concerns.