

MEMORANDUM

TO: ALL EMPLOYEES AND WORKERS

FROM: PAM SAHOTA – OPERATIONS DIRECTOR

REF: CASUAL WORKERS HANDBOOK

DATE: 24TH MAY 2019

RE: SECTION 12 – DRESS CODE AND APPEARANCE

The Casual Workers Handbook is on the Portal and I would ask that you all review the contents, specifically in relation to **Section 12 Dress code and appearance**.

There have been numerous complaints recently that some people are not adhering to the code, which is making it unpleasant for co-workers and clients/customers. Orridge expect a reasonable standard of personal hygiene as otherwise this reflects poorly on the Orridge worker.

Section 12 – states that **‘all work wear should be clean and that everyone, should have a high standard of personal hygiene and grooming’**.

In order to rectify any issues and not cause anyone embarrassment in relation to the above, should there be a concern please highlight this discreetly to either the person concerned, only if you have a good relationship with that person and will not cause offence. In all other circumstances speak discreetly with your immediate Line Manager who will deal with the situation accordingly.

Orridge worker's, work as a team and we do not want to cause any embarrassment or unpleasantness to anyone.

Please note – should anyone with persistent issues in the area of personal hygiene/grooming which have no medical reasoning identified to the Company, you may be asked to leave site with the potential of further action being taken.

Kind Regards

Pam Sahota
Operations Director

