

Scattergoods Agency Ltd

SCATTERGOODS AGENCY UNIFORM POLICY

Scattergood's temporary staff are renowned for maintaining a high level of personal appearance at all times. This is something we take very seriously.

Below are details of our minimum uniform standards – The client has the right to turn you away if you turn up with incorrect or inappropriate uniform.

Uniform:

- **SMART, TAILORED, BLACK TROUSERS** – No low waists, cropped or skinny leg trousers. **JEANS ARE NOT ACCEPTABLE UNDER ANY CIRCUMSTANCES**
- **SMART, PRESSED, LONG SLEEVED WHITE OR BLACK SHIRT** – Please see timesheets for specific client requirements.
- **SMART, CLEAN, LOW HEELED, NON-SLIP BLACK SHOES. TRAINERS OR BALLET SHOES ARE NOT ACCEPTABLE**
- Long hair **MUST** be tied back, neatly away from your face, and make-up should be kept to a minimum.
- **NAIL POLISH, ACRYLIC AND GEL NAILS ARE NOT PERMITTED**
- Wedding Band and Sleeper/Stud earrings only. **NO other jewellery is permitted** including bracelets & necklaces as these will be visible.
- All front of house staff should be well groomed & smartly presented.
- **Clear Shaven** – No designer stubble please!
- No visible tattoos.
- For waiting & events staff, a **STRAIGHT BLACK TIE** is advisable.
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Valuables: Often locker and storage space is limited at our client sites, particularly when there are a number of agency staff working. Please only take essential personal belongings with you and it is advisable to not take any valuables.

If you have any queries or questions, please do not hesitate to contact one of us.

Many thanks,

Scattergoods Agency, Temporary Department

