

Acceptable dress policy:

The Student Union believes that, whilst we do not wish to dictate what our student members and staff wear as attire at all times, certain situations dictate that guidance is given on acceptable dress in instances where safety, comfort, and practicality apply. Additionally, no offence or discomfort should be caused by articles of clothing worn, by intention or otherwise, at any time.

The Student Union resolves that the following policy on acceptable dress should be adopted and the guidance herein followed, in order to secure a safe, comfortable and non-threatening or offensive environment for all users of our services and facilities.

Staff Uniform

Winchester Student Union believes that its staff, particularly those in high visibility service areas, such as bars and shops, can convey strong and lasting impressions of the organisation. Therefore the appearance of staff can have a demonstrable effect on the opinion of our members and customers on the professionalism of our operation and their likelihood to reuse services. A cohesive Uniform policy is required to standardise appearance and maximise positive impression. Such uniform is to take into account practicality (allowing freedom of movement for working and durability), ease of care and maintenance and image. Where relevant it will also include safety and protection.

Whilst specifics apply for difference in role, all Uniform garments for Winchester Student Union will be either black with logo appearing in silver or grey with logo appearing in black.

Below is a clear statement on acceptable uniform for staff posts within the student union:

Managers: will be required to wear a black long-sleeved Shirt/Blouse, with Student Union logo embroidered on the breast (normally on the non-pocketed side) in silver thread. These shirts will be provided free of charge (FOC) by the Student Union. This will normally be five shirts/blouses per Manager.

Black trousers/skirts (Jeans are acceptable if they are not faded or torn). These are to be provided by the employee.

Black or dark comfortable shoes without heels or open toes (trainers are acceptable if free of excessive design or logo). These are to be provided by the employee.

Bar/Retail/Office/Publicity/Student Activities Staff:

Black short-sleeved Shirt/Blouse, with Student Union logo embroidered on left breast in silver thread. These Items to be provided by the employer at 2 x Shirts/Blouses per staff member upon receipt of a £5 deposit per garment. This deposit will be repaid upon return of the garment at the end of the staff member's employment.

Black trousers/skirts (Jeans are acceptable if they are not faded or torn). These are to be provided by the employee.

Black or dark comfortable shoes without heels or open toes (trainers are acceptable if free of excessive design or logo). These are to be provided by the employee.

FOH Staff:

Grey short-sleeved Shirt/Blouse, with Student Union logo embroidered on left breast in Black thread. These Items to be provided by the employer at 2 x Shirts/Blouses per staff member upon receipt of a £5 deposit per garment. This deposit will be repaid upon return of the garment at the end of the staff member's employment.

Black trousers/skirts (Jeans are acceptable if they are not faded or torn). These are to be provided by the employee.

Black or dark comfortable shoes without heels or open toes (trainers are acceptable if free of excessive design or logo). These are to be provided by the employee.

All staff:

Subtle Jewellery may be worn as long as it poses no safety or health risk to the staff member or others and does not detract from the professionalism of the staff uniform. Line Managers have full authority to ask staff members to remove any article of Jewellery that is considered to be unsuitable for any of the above reasons.

In wet, cold or inclement weather, staff may wear suitable outerwear over Uniform. However if the employer provides suitable outwear, this must be worn instead.

In instances where it is believed by the employer to be required, safety clothing, such as high visibility jackets, steel toed shoes/boots, safety goggles or gloves, will be provided and must be worn.

Additions may be made to staff uniform by line managers, only if provided by the employer and that it does not contravene the spirit of this policy. This may include specific attire for seasonal or entertainment events.

Uniform should not be worn whilst not 'on duty' and wearing uniform whilst not at work may constitute a disciplinary offence. Where possible, if taking a break in a front of house area, uniform should be removed or covered. If this is not possible staff should to take care to not undertake any activity that would reflect poorly upon the department or the Union as a whole.

Staff uniform remains the property of Winchester Student union and must be surrendered upon request.

Student Elected officers:

Whilst student officers may agree to wear articles of clothing that clearly identifies them, such articles fall outside of the purview of staff uniform.

Fancy dress:

From time to time, our student members and customers may wish to wear fancy dress costumes to the Union or events organised by the Union. In such instances outfits and costuming props should not bring offence to others, whether offence is intended or otherwise. As a general ruling, the application of common sense applied to costuming considerations should avoid unintentional offence. Additionally such general advice and reference to Winchester Student Union's active policy on Equal Opportunities, provides specific guidance on how to approach costuming without causing offence to others. In all instances, interpretation of what is considered offensive costuming will be determined by Winchester Student Union in the body of its staff and officers, and in such instances entry to our venue or services will be denied.

In the interest of minimising damage to Union property, entry may also be denied or withdrawn if costumes include excessive body-paint. Such refusal will be at the discretion of Student Union venue management staff but will not be applied without due consideration.

Props or costume articles that are deemed to be unsafe may have to be surrendered to the Student Union's door team in order to facilitate entry. Any article that could be used as a weapon will not be permitted. Full face masks or balaclavas will have to be removed at point of entry and at any other time as requested by a member of the Union's staff team.

Appropriate attire in the Venues:

Winchester Student Union operates a number of venues for the use and enjoyment of its members and takes lengths to ensure that these are safe spaces. As a part of our commitment to provide safe spaces we may from time to time place restrictions on articles of clothing that can be worn in addition to standing mandatory conditions of entry relating to acceptable dress. Foot wear must be worn at all times on Student Union premises and open toes and large heels should not be worn on the dance floor. Full nudity will not be tolerated at any time, and may result in disciplinary action. Partial nudity is also discouraged and unless otherwise specified, shirts/blouses/tops should be worn at all times. Relaxation of this ruling is at the discretion of the Student Union management team.

Sports and society attire:

If team/group wear is to be worn, activity groups should take care to ensure that such garments are suitable and safe for use and does not bring the Student Union or University into disrepute. If Student Union or University Logo's are to be used, such logos must appear in a full and unaltered way and use must be approved by the Vice President Activities and Services. Prior to ordering any such garments activity group officials are encouraged to confirm the order with the Vice President Activities and Services as certain colours, styles, garments or suppliers may be restricted from time to time.