Policy Statement
As a member of staff of or a candidate for employment in a Professional Services Department with the University of Essex, you should present a professional image, and be sensitive to the impression you will make on students, parents, colleagues and members of the public.

Guidance
Anyone who has a tattoo, piercing or piece of jewellery on show which could reasonably be construed as offensive to any person’s religion or belief, or in any way incites discrimination, violence or intimidation, and refuses to cover it up or remove it to take up duties at work, will not be accepted to join the staff. Similarly, those already on the staff must not allow such tattoos, piercings or jewellery to be visible to students, their parents, colleagues or the public. A staff member wearing a piece of jewellery not deemed as offensive but presenting a health and safety risk will be asked to remove it whilst working in the area where there is a risk.

Human Resources
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1 Managers will be expected to determine what is professional in their area and base this on the jobs carried out by staff. In most circumstances it will suffice to insist upon cleanliness, clothes and shoes in satisfactory repair, tidy hair and nothing which could offend others such as very short skirts or sports vests.