



## Think Active Dress Code

Colleagues are reminded that the way in which they dress for work can impact on the perception of Think Active as an organisation. Think Active visits and is visited by external colleagues and stakeholders; therefore, colleagues are always required to dress appropriately for the work that they are undertaking and the people they are meeting, both directly and indirectly.

Generally, [office casual dress is expected](#).

Explicitly, ripped or faded style jeans or trousers, hoodies, tracksuit bottoms or leggings<sup>(1)</sup>, flip-flops, t-shirts & tops with rude slogans and revealing clothing are not permitted and should not be worn whilst at work or when representing Think Active in an official capacity.

However, we recognise the importance of.

- a) 1 Mill Street – by this we mean that we recognise the overall feel at 1 Mill Street is generally to be casually dressed. On days when you are based at 1 Mill Street and you (or colleagues you are in with) are not scheduled to meet partners for the first time or partners who present more formally, colleagues should be comfortable to dress casually. Colleagues are asked to refrain from; clothing that associates them with a national governing body of sport, a local club or organisation. We remain neutral with no alliances or biases. If you or a colleague you are in Mill Street with are due to meet someone for the first time or a partner who we know dresses more formally, colleagues are asked to refer to office casual section of the dress code.
- b) Colleagues feeling confident and comfortable in what they wear when representing Think Active. We recognise that colleagues will meet a range of external colleagues, stakeholders and customers and should make a judgement call about suitable attire to the situation, E.g. dress smartly for any first meeting and assess what is appropriate thereafter etc. We do not want what we wear to be a barrier to partners or individuals engaging with us (either perceived or actual).
- c) Making physical activity part of everyone's everyday life is important. As advocates of physical activity, we believe that we can model these habits and behaviours and so colleagues are free to wear trainers / pumps that make walking and moving about (as part of your working day) easier.
- d) We appreciate that fitting exercise and activity into busy work / life schedules can be difficult but as advocates of physical activity, it is also important. Therefore if colleagues are able to schedule exercise into their working day it is supported. We accept that attire worn to exercise in may sometimes be worn in the office. However, the inclusion of these items in the dress code is to enable and promote physical activity, it is not intended to and should not be interpreted as an invitation for colleagues to wear exercise attire and sports kit unless it is intended to be part of their working day.

Notwithstanding the above colleagues may 'dress down' on a Friday. However, certain items of clothing are still be deemed to be inappropriate for example. t-shirts with rude slogans and flip-flops.

(1) Unless linked to point d. (Tracksuit bottoms and leggings only)

#### Think Active branded kit

Colleagues will be provided with items of Think Active kit. Items will be made available dependent upon role and requirement. The items and frequency of kit being made available are subject to change.

Colleagues should feel comfortable to wear Think Active branded kit when they are representing Think Active in line with the dress code.

Colleagues may be asked to wear Think Active kit for specific events or meetings, you are expected to do so on these occasions.

Colleagues are expected to look after the Think Active kit in the same way that they would any other item of equipment issued as part of your role (e.g., phone or laptop).

#### Clarification of meaning

Term	Description
Office Casual	<b>Office</b> – the environment we will be prepared and dressed for when 'at work' either remotely or <i>in meetings / meeting partners and customers</i> . <b>Casual</b> – defined and explained in the dress code. There are some 'not allowed' when representing Think Active remotely or at HQ. It refers to , unceremonious, unpretentious
HQ	1 Mill Street
Remote	Anywhere other than working at home or at HQ. This might be meeting at another venue, partner office
Working from Home	The dress code does not apply in the same way as when representing Think Active from HQ or remotely.
Dress Down Friday	Much of the dress code does not apply apart from those specifics stipulated.

#### Context

We trust that colleagues will comply with the dress code.

However, we are a professional organisation with standards that we are all responsible for upholding.