



COPFS EQUALITY IMPACT ASSESSMENT RECORD

Revision of COPFS Dress Code

Name of revised policy:	Dress Code Policy
Purpose of policy:	<p>The purpose and anticipated outcomes of this policy is to:</p> <ul style="list-style-type: none">• Set out the minimum dress standards within COPFS.• Ensure the same dress standards are applied to all employees• Take account of different work locations and ways of working• Provide employees with flexibility in how they dress at work and leave room for individual expression• Be considerate of the diverse nature of the COPFS workforce
Lead Equality Impact Assessment Officer:	xxx, Head of Employee Relations
Team / Federation:	HR / Business Services
Email address:	DiversityTeam@copfs.gov.uk
Others involved:	xxx, HR Manager
Date assessment completed:	13 th June 2022
Assessment record authorised by:	xxx

This new / revised policy was fully assessed for any equality impact based on the General Equality Duty of the Equality Act (2010).

Background details about new policy / process

The current dress code has been in place for a number of years with no revisions or updates. Due to organisational changes which have taken place since March 2020 in response to the Covid-19 pandemic, a large number of COPFS employees now work



from home. The current dress code is being revised to allow people who are working from home or in a non-customer facing role to dress in a more casual manner. The existing dress code and suggested amendments was the base line document for this review and consultation.

Summary of research and consultation carried out

- Desk research on workplace dress codes using the following sources:

[Gender-Based Dress Codes: Human Resources, Diversity And Legal Impact \(forbes.com\)](#)

[Workplace Dress Codes and Transgender and Non-Binary Employees - HRC Foundation \(thehrcfoundation.org\)](#)

[Dress code guidance \(publishing.service.gov.uk\)](#)

[Religion or belief: dress codes and religious symbols | Equality and Human Rights Commission \(equalityhumanrights.com\)](#)

[Scottish Government Evidence Finder](#)

- Review of data from COPFS Equality Mainstreaming Report, 2021

[Equality and Diversity \(copfs.gov.uk\)](#)

Consultation was undertaken across the Service with:

- The ER Team and other representatives of the HR Function
- Heads of Business
- Equality Ambassadors
- Trade Unions (PCS & FDA)

Equality Ambassadors contacted

(if none, please give reasons why)

All Equality Ambassadors were contacted. Those who gave feedback were:

Equality Ambassadors for Autism
Equality Ambassador for Menopause
Equality Ambassadors for Disability
Equality Ambassadors for Transgender
Equality Ambassadors for Pregnancy & Maternity
Equality Ambassador for LGBT+
Equality Ambassador for Carers



Key issues identified

(Note here if you conclude there are no equality issues relating to the new / revised policy)

Feedback from the Equality Ambassadors network and Trade Union identified the following issues:

The policy name "Dress and appearance" should be changed to "Dress Code" or "Dress Policy" as the policy only gives guidance on dress standards and not standards of appearance

The examples of clothing which are stated in the policy as not considered suitable is subjective and not gender neutral.

Some terms are too vague. What is 'smart professional dress'?

Suggest rewording of the paragraphs covering employees who are transitioning and required to wear a uniform

The policy doesn't take account of Menopause symptoms where staff member does not have a health problem or a disability as menopause is neither

Changes made to new / revised policy

Policy renamed to "Dress Code Policy"

Included examples of items of clothing which would be considered "smart professional dress"

Removed the following items of clothing which were viewed as being too subjective/not gender neutral:

- Very short skirts
- Crop tops/exceptionally low-cut tops
- Scruffy clothes

Reworded the "*Equality and Inclusion*" section of the policy to take into account feedback from TU on menopause.

Removed all references to uniform following confirmation from the Head of Business Services that uniforms are no longer supplied to messengers or reprographics

Review process for policy

The policy will be reviewed every 5 years, or earlier, if necessary, to meet legislative or business requirements.



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& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Send the completed form to: DiversityTeam@copfs.gov.uk

Further information

For further information about this impact assessment, please contact:

Equality Team
Policy Division
Crown Office
25 Chambers Street
Edinburgh
EH1 1LA

Alternatively send an email to DiversityTeam@copfs.gov.uk.

Assessment records can be made available in alternative formats or languages on request.