



STAFF DRESS CODE POLICY

2025-2026

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Approvals:			
Principal	Mr. Ismat Daou		
Signature		Date:	25.09.2025
BIS Board of Governors	Dr. Salem Aldarmaki		
Signature		Date:	25.09.2025

Belvedere International School requires all staff to present themselves in a professional manner with regards to attire, personal hygiene and appearance. In order to maintain the integrity and respect of the school, all staff are expected to present a professional and business-like image to the parents, visitors and the public.

The School strictly requests all staff to abide by the Staff Dress Code and to ensure your appearance is appropriate and respectful to the UAE culture and school environment.

The following Staff Dress Code guidelines should be adhered to at all times: (this includes days such as National and International Days). Please note that professional appearance is also required during any distance learning and online sessions.

All Staff:

- Denim of any kind is unacceptable for all staff
- Staff should not wear sports attire (including sports shoes) unless they are teaching PE and games
- Smart appropriate casual clothes may be worn on student non-uniform days
- Administration and office staff should wear business attire and smart shoes
- Staff must be neat, clean and well-groomed while on duty and representing the school
- Staff ID badge must be worn while at work

Female teachers:

- Women may wear a dress, skirt or trousers. Skirts and dresses should cover the knee. Slits in skirts should not be above the knee and no longer than 10cm
- Tops can be short or long-sleeved. They should be non-revealing and should cover the abdomen and décolletage completely at all times. Shoulders must be covered at all times and a modest neckline. Clothes should not be see through so that underwear can't be seen
- Tight-fitting clothing and stirrup pants or leggings are not acceptable

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- Women should wear neat or dress shoes, sensible sandals, or sports shoes when teaching Physical Education
- Make-up and jewellery should be conservative and appropriate for the school; one pair of earrings is the only visible piercing that should be furnished
- Full piece swimwear must be worn by female swimming teachers.
- Hair should be neatly combed, trimmed and arranged.
- Tattoos must be covered.
- Professional footwear; flip-flops, sandals, or shoes that expose most of the toes are not permitted. Peep-toe shoes of a professional standard are acceptable, but excessively high heels are discouraged for health and safety reasons.
- Loose-fitting clothing is preferred over tight-fitting tops.
- A jacket or long-sleeve top should be available for unplanned professional meetings

Please remember that outside of school hours and in the vicinity of the school you are likely to be recognised as associated with the school and should therefore be dressed appropriately.

Male teachers:

- Men should wear formal long trousers
- A shirt and tie with tailored trousers at all times
- A tailored jacket should be available for unplanned meetings with visitors
- Short or long-sleeved formal shirts with a collar should be worn
- Shoes should be closed-toe or sports shoes when teaching Physical Education; flip flops or sandals are not acceptable
- Moustaches, beards and goatees should be well kept and short
- Hair must be neatly combed and trimmed
- Tattoos must be covered
- Suits should be worn for formal or public occasions, such as parents' evenings, school plays, musicals, and visits to outside businesses or public events

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PE Teachers:

- PE teachers should wear the BIS staff sports uniform when possible.
- Employees regularly involved in coaching team sports will be provided with school sports clothing when available. If not, ensure sportswear is professional and non-offensive.
- Avoid clothing that exposes a bare midriff or underwear, has a plunging neckline or is overly tight-fitting, features inappropriate writing, or resembles flip-flops.

Compliance Procedures:

All Staff will sign an acknowledgement of the BIS Dress Code policy.

Any staff who does not adhere to the above Dress Code policy must be reported to the HR manager or the Principal immediately, either verbally or by email. Non-compliance to the policy will result in disciplinary action as follows:

- First instance of non-compliance – Verbal warning
- Second instance of non-compliance – Written warning with corrective action plan
- Third instance of non-compliance – Final warning, followed by a meeting with the Disciplinary Committee to sign an acknowledgement of the warning

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