Dress Code Policy and Procedure

CODE:	P080
OPERATIONAL OWNER:	People & Culture Department
REVIEW DATE:	March 2025
POLICY VERSION:	V1.0

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
V1.0	Dress Code Policy	Stephanie Muscat	**Board of Governors**	16 June 2025

Related Policies

Not Applicable

External Refences

Not Applicable

Definitions

Business Attire	Any kind of clothing you wear in a professional setting as explained in detail in clause business attire.
Smart Casual Attire	Casual attire ex t-shirt which cannot be worn alone but when combined with another item i.e blazer it will elevate the outfit to smart as explained in clause business attire.
Gender	Policy is gender neutral women / men listed in business attire section is for guideline purposes only.
Exclusion Grounds	This policy is not applicable to staff who are given a uniform by ITS due to their specific designation. For the sake of clarity such designations are outlined below.

Abbreviations

INSTITUTE OF TOURISM STUDIES

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A. Policy and Procedure

Purpose

The Institute of Tourism Studies (ITS) Malta & Gozo is committed to maintaining a professional, inclusive, and respectful working environment. This dress code policy establishes guidelines to ensure that all employees present themselves in a manner that reflects the Institute's standards and values.

Scope

This policy applies to all ITS employees, including full-time, part-time, contractual, and temporary staff members.

General Dress Code Guidelines

Employees are expected to dress in casual smart or professional attire that aligns with their specific designation and the Institute's image. Attire should be neat, clean, and appropriate for an educational and hospitality training environment.

Business Attire

- **Business attire** is required for academic, managerial and administrative staff. This includes but not limited to:
    - For men: shirts, trousers, sweaters, blazers, appropriate shoes.
    - For women: blouses, skirts, trousers, dresses, sweaters, cardigans, blazers, appropriate shoes.

  *Staff representing the Institute on International duties are required to wear Business Attire.

Smart Casual Attire

Smart casual attire is acceptable only if the full outfit is business appropriate; i.e blazer and trousers, chinos or plain jeans with a plain t-shirt and smart sneakers, or skirts with a plain t-shirt, blouse or shirt and blazer. Smart trainers are allowed.

Official ITS Events:

During official events such as Graduation ceremony, Fairs, Career Expo, Open Doors event and when representing ITS on local TV programmes, the below dress code must be adhered to:

- Full suit skirt suit or trouser suit or dress suit in black, navy blue or any other block colour deemed as appropriate.

Exclusion Grounds

- Staff engaged within the following designations should wear designated uniforms provided by ITS;
    - Reception
    - Skills Pass Reception
    - Housekeeping
    - Security
    - Food Handlers
    - Food Stores
    - Kitchen Assistants
    - Maintenance
    - Drivers
- Uniform must be worn in full at all times and kept clean and neat on premises.
- Footwear should comply with health & safety and hygiene regulations.

Grooming and Personal Hygiene

- Employees should maintain a high standard of personal hygiene and grooming.
- Hair should be clean and well-groomed. For food handling roles, hairnets or caps should be worn as required by hygiene standards.

Prohbited Attire

To align with the Institute's image, the following attire is not permitted:

- Excessively revealing or transparent clothing
- Clothing with offensive language, images, football gears or slogans
- Ripped or dyed jeans
- Crop tops / spaghetti straps
- Leggings including leather leggings

- Sportswear, sweatshirts / hoodies
- Bermudas and shorts
- Excessive jewelry including large hoop earrings
- Flip-flops, sliders, or gym shoes

Cultural and Religious Considerations

ITS respects cultural and religious attire. Employees may wear religious garments, such as hijabs, turbans, or other culturally significant attire, as long as they align with professional and safety standards.

B. Document Retention

Category	Retention Period

C. Review and Amendments

This policy will be reviewed periodically to ensure alignment with industry standards and organizational needs.

D. Document Control

Version	Purpose of Review/ Changes	Date Published	Date of Next Review
V1.0	Regular updates		2025

Annex A:

Current Uniforms:



Chef Whites



Housekeeping



Property





Food Stores



Security Female



Security Male

Formal Business Attire for Men









Casual Business Attire for Men





Formal Business Attire for Women









Casual Business Attire for Women







