



## DRESS CODE 2023

*AT ALL times, all members, visitors, and guests should be:*

Well-groomed.

Smartly dressed.

Be in possession of plain old good manners (Considerate and respectful to all you meet).

The minimum attire required at any time is smart casual or professional business. A tie is not required but always welcome.

**Dress code according to location, time, and type of service:**

### Dining Room

- Breakfast Monday to Friday: Smart casual or professional business attire. **NO jacket required.**
- Lunch Monday to Friday: Smart casual or professional business attire. **NO jacket required.**
- Dinner Monday to Thursday: **Jacket required.** Smart casual or professional business attire.

### Bar, Snooker Rooms, Members' Reading Room, Board Room, Business Pods, Courtyard, & Private Rooms

Smart casual or professional business attire. NO jacket required.

### Weekend

From 16:00hrs on Friday until after breakfast on a Monday, smart casual attire is permitted throughout the entire Clubhouse.

### Club events

The dress code will be advised in advance of the specific event, i.e., Black Tie, Rugby Event, Bar-b-q.

An exception to the dress code will be made in the following situations:

- members or guests who are checking in or out
- members or guests who are going for a jog or visiting a gym

### Smart Casual for Ladies: Acceptable Attire

Chinos, smart trousers, and dark-wash denim jeans are acceptable but should be tailored and distress-free. All may be combined with a blazer or dress jacket. Avoid cotton T-shirts or tops with large-printed graphics or slogans. Smart designer sneakers are acceptable.

### Smart Casual for Gentlemen: Acceptable Attire

Button-down shirts, collared shirts, polo shirts or roll-neck knitwear combined with a blazer, structured jacket, or sports coat. Chinos, dress pants, or slacks are acceptable, as are well-tailored, dark-wash jeans without visible signs of distress. Smart designer sneakers are acceptable.

**Not allowed at any time:** Athletic wear, running shoes, sweatshirts, sportswear, open-toed walking/hiking sandals, hoodies, and shorts. Dishevelled or unkept appearance of clothing or self.



## Club Etiquette and House Rules

### Visitors, Guests, and Reciprocal Members

All visitors, guests and reciprocal members must sign in on arrival at Reception.

Reciprocal Members must leave their valid membership card at Reception during their visit.

Event organisers must submit a confirmed attendance list to the Club in advance of the event.

Members are responsible for their guests when in the Club and for any charges incurred by guests. Members should take responsibility for advising their guests of the dress code and ensure they adhere to it.

Members sponsoring an event in the Club are also responsible for any outstanding charges incurred by this event.

### Coats, Bags, and Briefcases

Members, their guests, and other visitors using public rooms are asked to leave shopping bags and any other luggage either at Reception or on the coat rack in the hall.

Briefcases are not permitted in the Dining Room at any time. They are permitted in the Bar up to 5.00pm.

We kindly ask that you leave coats on the coat rack or, in the case of events, on the coat rail designated for that event. The Club does not accept any responsibility for lost, damaged or misplaced items.

### Mobile Phones, Laptops, and Other Handheld Electronic Devices

Please ensure that all mobile phones and other devices are set to silent/vibrate mode when in the Club.

The discreet use of mobile phones and handheld devices is permitted in the Entrance Hall, Business Centre, Courtyard, Private meeting rooms, Bar and Bedrooms.

The discreet and silent use of mobile phones and handheld devices, i.e. for text/emails, is permitted in the Dining Room and Members' Reading Room. Strictly no phone calls are permitted.

### Business Papers

Business Papers are permitted in the Business Centre, Members' Reading Room, Bar, and private meeting rooms only. Please note that business papers are only permitted in the Bar up to 5.00pm.

We kindly ask you to remind your guests that business papers are not permitted in the Dining Room.



### Smoking

Smoking (including e-cigarettes, cigars and pipes) is not permitted anywhere inside the Club. The Courtyard is the designated outside area for smoking. Smoking outside the front door of the Club is discouraged.

### Photography & Digital Recording

The taking of photographs and videos in the Club is prohibited without the permission of the subject(s) and, in that circumstance, should be done discreetly. The posting of such photographs or videos on social media requires the prior written permission of the General Manager or Honorary Secretary.

### Privacy & Respect

Stephen's Green Club is a Private Members' Club where privacy and confidentiality are treated with the utmost respect. We kindly ask you to always respect the privacy of fellow members and their guests.

### Payment Policy

The Club does not offer credit facilities. Payment is due upon receipt of service. For certain functions, a deposit may be required.

### Breaches of Club Etiquette and House Rules

If a breach of the above rules is apparent, the member should not deal with this themselves but instead bring it to the attention of the General Manager or the senior member of staff on duty.

The General Manager, or senior staff member on duty, *can use their discretion* where necessary to address any breaches by members or guests in the appropriate manner with respect to the Club's Code of Conduct without conflict or embarrassment.



## CODE OF CONDUCT

### OUR VISION

Our vision is to be one of the world's leading private members' clubs, renowned for our hospitality, vitality, open-mindedness and distinguished community of members.

### OUR VALUES

**RESPECT:** We place a high value on courtesy, consideration of others, reliability, trustworthiness and plain old good manners.

**BELONGING:** We make our members and guests feel welcome and closely connected every day, understanding their individual needs.

**INDEPENDENCE:** We believe in a spirit of open-mindedness and independence of thought.

**HERITAGE:** We play our part in conserving the Club's heritage, using all that is good and true about our past to inspire our present and future.

The Stephen's Green Club Rules & Bye-Laws govern the operation of the Club and are accepted by all members when they join the Club. This Code of Conduct supports the Rules and Bye-Laws and establishes guiding principles for compliance with these. The Code is also important in setting expectations for acceptable behaviour to ensure the peaceful enjoyment of the Club by all, to protect the welfare of our employees and to help achieve our vision of being one of the leading private members' Clubs in the world.

The Stephen's Green Club embraces the above set of shared values focusing on our members, our employees and our Club. At the core of these values are integrity, mutual respect, courtesy and personal responsibility. Through this common set of shared values we will enhance our commitment to excellence, provide the best possible membership experience, ensure that we continue to attract and retain suitable employees who share our values, protect the reputation of the Club and create a financially sustainable future for the Club.



Our values relate to:

## **OUR MEMBERS**

We treat each other with courtesy, dignity and respect, enjoying the company of like-minded people.

We welcome, foster, and celebrate our diversity.

We rely on one another's good judgment to uphold a high standard of integrity.

We expect all members to abide by both the letter and spirit of our Code of Conduct.

## **OUR EMPLOYEES**

Our employees are one of our most important assets.

We expect our employees and members to treat each other with courtesy, dignity and respect.

We emphasise teamwork to produce the best results.

We value our employees' knowledge, enthusiasm and spirit to serve our members.

We listen and help them to succeed.

## **OUR CLUB**

We manage our business with a spirit of ownership and entrepreneurship.

We stimulate creativity and embrace change.

The reputation of our Club is among our most prized assets.

Our values and success make the Stephen's Green Club a great Club to be part of.

Embracing and abiding by these principles and shared values fosters harmony amongst the members and employees and engenders pride by both, thereby contributing to a market reputation of a highly desirable club to join.

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