



**Extrait du procès-verbal n 07
De l'Assemblée générale
de l'organisation «Comité International pour la Protection des Droits de l'Homme»**

Le 09 Septembre 2008

**sur l'approuvant des uniformes des membres du Comité International pour la
Protection des Droits de l'Homme**

Conformément au paragraphe 7-2 du Statut de l'organisation «Comité International pour la Protection des Droits de l'Homme» a décidé de ce qui suit:

1. D'approuver l'instruction de l'uniforme et de l'apparence n ° 031-2 et de rendre l'exécution de cette instruction obligatoire pour tous les membres de l'organisation «Comité International pour la Protection des Droits de l'Homme».
2. Charger le service juridique de l'organisation «Comité International pour la Protection des Droits de l'Homme» de surveiller la mise en œuvre de cette instruction.

Fait à Paris

Président
Gérard SALVATO

CIPDH
COMITE INTERNATIONAL POUR
LA PROTECTION DES DROITS DE
L'HOMME
75002 Paris, 151. rue Montmartre
Salvato

INTERNATIONAL HUMAN
RIGHTS DEFENCE
COMMITTEE



COMITE INTERNATIONAL
POUR LA PROTECTION DES
DROITS DE L'HOMME

BY ORDER OF THE
CIPDH GENERAL ASSEMBLY.

CIPDH UNIFORM INSTRUCTION 031-2
09 SEPTEMBER 2008

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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DRESS AND PERSONAL APPEARANCE OF CIPDH STAFF

Certified by: CIPDH Administrative Council.

Pages: 11.

This instruction provides responsibilities and standards for dress and personal appearance of all CIPDH personnel. It applies to all active duty CIPDH members. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with CIPDH Charter. Vigilance must be taken to protect Personally Identifying Information (PII) when submitting or sending nominations, applications or other documents to CIPDH agencies through public Internet, software applications, systems, e-mail, postal, faxing or scanning. The publication may be supplemented at any level. All supplements must be approved by the CIPDH Administrative Council prior to certification and approval. Refer recommended changes and questions about this publication to any CIPDH official office.

Failure to observe prohibitions and mandatory provisions of this Instruction in paragraphs 1.7.1 and 1.7.2, 1.7.3 and 1.7.5 by CIPDH personnel is a violation. Violations may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Dress and personal appearance standards that are not listed as authorized in the publication and attachments are unauthorized.

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Chapter 1. GENERAL INFORMATION

1.1. Basic Philosophy and Enforceability.

- 1.1.1 The CIPDH philosophy is that the uniform will be plain, distinctive, and standardized. This standardization includes a minimum and maximum number of authorized badges, insignia, and devices.
- 1.1.2 Pride in one's personal appearance and wearing the uniform, greatly enhances the esprit de corps essential to an effective legal activity. Therefore, it is most important for all CIPDH staff to maintain a high standard of dress and personal appearance. The five elements of this standard are neatness, cleanliness, safety, uniformity, and CIPDH formal image. The first four are absolute, objective criteria needed for the efficiency and well-being of the CIPDH. The fifth, formal image is subjective, but necessary. Appearance in uniform is an important part of formal image. Judgment on what is the proper image differs in and out of the formal. The European public and its elected representatives draw certain conclusions on legal effectiveness based on the image CIPDH staff present. The image must instill public confidence and leave no doubt that CIPDH staff live by a common standard and respond to law order and discipline. The image of a disciplined and committed CIPDH staff is incompatible with the extreme, the unusual, and the fad. Every CIPDH member has a responsibility to maintain an "acceptable official image," as well as the right, within limits, to express individuality through his or her appearance.
- 1.1.3 A very important part of the formal image an CIPDH staff projects and the impression they create is how he/she wears their uniform. As with other personal appearance standards, the CIPDH emphasizes a "neat, clean, professional" image. CIPDH member's have a responsibility to keep their uniform clean, pressed and in good repair. Also, CIPDH members are responsible for knowing the authorized uniform combinations and the correct placement of ribbons, insignia, badges and other uniform items.
- 1.1.4 CIPDH staff of categories "Administrateurs et des fonctionnaires de rang supérieur (P et D)" and "Administrateurs recrutés sur le plan national (NA)" do not have the authority to waive grooming and appearance standards.

1.2 Wear of the CIPDH Uniform.

- 1.2.1 Except when authorized to wear civilian clothes, CIPDH member will wear the appropriate CIPDH uniform while performing official duties.
- 1.2.2 CIPDH member attending a court event, either social or official, must wear the appropriate uniform or civilian attire as requested by the host/hostess or directed by the CIPDH Administrative Council.
- 1.2.3 CIPDH member may alter uniform clothing to improve fit; however, alterations will not change the intended appearance or required function of the uniform as

designed. Individuals may sew down unused pockets but no policy will be established to make it mandatory.

- 1.2.4 CIPDH member discharged for bad conduct, undesirability, unsuitability, inaptitude, or other than honorably will not wear the CIPDH uniform upon discharge.
- 1.2.5 CIPDH members are authorized to wear the CIPDH rank insignia in that case if they have the corresponding state rank or have the authorization of CIPDH Administrative Council.
- 1.2.6 Authorized headgear will be worn while outdoors unless in an area designated as a "no hat" area.

1.3 Optional Wear of the CIPDH Uniform.

- 1.3.1 When CIPDH member performs his duties in court, participates in a high-level event, as well as when he participates in any other official meeting, the CIPDH Uniform may be worn, as appropriate.
- 1.3.2 When CIPDH member participating in commercials, political and religious actions, wearing of CIPDH uniform is prohibited.
- 1.3.3 Those choosing to wear civilian clothing in lieu of a uniform during official travel will ensure it is neat, clean, and appropriate for the mode of travel and destination. Examples of inappropriate clothing include: ripped, torn, frayed, or patched clothing, tank tops, extremely short shorts/skirts, undergarments worn as outer garments, bathing suits, and any garments which are revealing or contain obscene, profane, or lewd words or drawings.

1.4 When NOT to wear the CIPDH Uniform

- 1.4.1 While participating in public speeches, interviews, picket lines, marches or rallies or in any public demonstration when participation may imply CIPDH sanction of the cause.
- 1.4.2 At any public meeting, demonstration, march, rally or interview if the purpose may be to advocate, express or approve opposition to the CIPDH goals and tasks.
- 1.4.3 When it would discredit the CIPDH.
- 1.4.4 When discharged for bad conduct, undesirability, unsuitability, inaptitude, or other than honorably, CIPDH member will not wear the CIPDH uniform upon discharge.

1.5 How CIPDH Members Acquire Uniform Items.

- 1.5.1 Purchase clothing items from the CIPDH authorized ateliers. For optional items such as pumps, purses, etc, commercial vendors may be used.
- 1.5.2 Do not purchase uniform items from unauthorized manufacturers. The omission of a specific item or appearance standard does not automatically permit its wear.
- 1.5.3 CIPDH member are have to procure and maintain all items necessary to meet standards of dress for assigned duties and mission requirements.

Chapter 2. ROLES AND RESPONSIBILITIES

1.6 CIPDH Uniform.

- 1.6.1 The members of CIPDH General Assembly (CIPDH category « Hauts fonctionnaires (SG, VSG) ») Acts as the final approval authority for new CIPDH uniform designs, major changes to current CIPDH uniforms and CIPDH Uniform recommendations.
- 1.6.2 The members of CIPDH Administrative Council Acts as the senior Advisor to the CIPDH General Assembly for dress and personal appearance matters affecting enlisted CIPDH member.
- 1.6.3 CIPDH staff of category “Administrateurs recrutés sur le plan national (NA)” Will be thoroughly familiar with all dress and personal appearance standards outlined in this publication and all applicable supplements. Advises CIPDH staff of category “Service d’Experts et de Conseillers (SC)” to ensure all CIPDH members are in compliance. Sets the example and enforces dress and appearance standards.
- 1.6.4 While members may differ in physical characteristics, uniforms are meant to be standardized and are a unique distinction that an individual is a member of the CIPDH. It is each CIPDH member’s individual duty and personal obligation to maintain a neat appearance and professional image while wearing the uniform or performing official duties.

Chapter 3. GROOMING AND APPEARANCE STANDARDS

1.7 Personal Grooming Standards.

This chapter outlines personal grooming while wearing CIPDH uniform or civilian clothing in an official capacity. CIPDH higher categories staff’s discretion may be used to determine if individual’s personal grooming is within standards of this instruction. CIPDH higher category staff do not have authority to waive grooming and appearance standards except as identified in this instruction. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although CIPDH member have the right, within established limits, to express their individuality through their appearance, the CIPDH has defined what is and what is not an acceptable, professional image for CIPDH member. Except for minor variations based on gender differences, all CIPDH personnel must comply with the same personal grooming standards. Supervisors have the responsibility to determine compliance with the letter and intent of this instruction and to correct the obvious violations regardless of whether the situation identified is clearly written in this instruction.

- 1.7.1 **Hair-male and female.** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear. Will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the

top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. The hair color must complement the member's complexion and skin tone. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

- 1.7.2 **Wigs/Hairpieces/Extensions.** Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality and professionalism. (Note: Extensions are still prohibited for males.) Wigs/Hairpieces/Extensions will not be used to cover unauthorized hair styles. Synthetic hair or other materials are not authorized when prohibited by safety and mission requirements.
- 1.7.3 **Tattoos/Brands/Body Markings.** For purposes of this instruction, a tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs, or markings only detectible or visible under certain conditions (such as ultraviolet or invisible ink tattoos). A brand is defined as a picture, design, or other marking that is burned into the skin or other areas of the body. Body markings are pictures, designs, or other markings as a result of using means other than burning to permanently scar or mark the skin. ***Tattoos/brands/body markings*** anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Tattoos/brands/body markings with unauthorized content that are prejudicial to good order and discipline or the content is of a nature that tends to bring discredit upon the CIPDH are prohibited both in and out of uniform.
- 1.7.4 **Body Piercing/Ornamentation.** In CIPDH uniform : With the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform).
- 1.7.5 **Body Alteration/Modification.** Intentional alterations and/or modifications to a members body that result in a visible, physical effect that disfigures, deforms or otherwise detracts from a professional CIPDH member image are prohibited.

Chapter 4. DRESS UNIFORMS

1.8 Men's Service Dress Uniform.

Men's service dress uniform is worn for social functions of a formal, semi-formal and/or official nature as prescribed by the CIPDH Administrative Council.

- 1.8.1 **Coat.** The enlisted service dress uniform coat is the service dress uniform coat without a name tag. A maximum of four badges may be worn. If authorized, the first duty badge will be centered on the wearer's left 2.5 cm below top of welt pocket and centered. The second duty badge will be worn on the wearer's right in the same relative position as the badge worn on the wearer's left. The men's

service dress coat will be polyester and wool-blend of blue color with a light blue edge, serge weave; semi-drape, single-breasted with four buttons and will have two welt pocket on the upper left and right side and two lower pocket flaps. CIPDH higher categories members will wear a 5 cm wide gold sleeve braid, 15 cm from the end of the sleeve. All other CIPDH members will wear a 2 cm wide gold sleeve braid 10 cm from the end of the sleeve. With arms hanging naturally, sleeves will end 3 cm inch below the wrist. The bottom of the coat will extend 10 cm below the top of the thigh. The sleeves and lapel will be roll-pressed.

- 1.8.2 **CIPDH Rank Insignia.** CIPDH members will center regular size rank insignia 1.5 cm from end of the epaulet and parallel with the sleeve seam, when applicable. CIPDH ranks insignia correspond to the established state models and the decision of the CIPDH Administrative Council.
- 1.8.3 **Ribbons.** All ribbons and devices will be worn on the men's service dress uniform. Wear ribbons centered, resting on (but not over) the edge of the welt pocket.
- 1.8.4 **White Long-Sleeve Shirt.** The white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs. A white V-neck or athletic style tank top undershirt will be worn under the shirt. Both shirts will be tucked into the trousers.
- 1.8.5 **Cuff Links.** Cuff links are optional with the service dress uniform. They will either be silver, satin finish or highly polished.
- 1.8.6 **Tie and Tie Tack/Clasp.** Either a blue polyester or silk, herringbone twill tie will be worn with the service dress uniform. The tip of the tie must cover a portion of the belt buckle, but cannot extend below the bottom of the belt buckle. A tie tack or clasp is mandatory, the tie tack or clasp will be the "CIPDH logo" design or will have CIPDH symbol. The tie tack or clasp will be centered between the bottom edge of the knot and bottom tip of the tie.
- 1.8.7 **Trousers.** Trousers will be blue with the light blue edge and trim-fitted with no bunching at the waist or bagging at the seat. The trousers will be full cut, straight hanging and without cuffs or additional alterations to further taper the leg. The front of the trouser legs will rest on the front of the shoe or boot with a slight break in the crease. The back of the trouser legs will be 2.5 cm longer than the front. The trouser material will match the service dress coat in both fabric and shade. The CIPDH members of higher categories wear trousers with trouser stripes.
- 1.8.8 **Belt and Buckle.** The belt will be black, leather and solid. The belt will have a silver (chrome finish) buckle.
- 1.8.9 **Headgear.** For wear and description see applicable paragraphs 1.10.
- 1.8.10 **Footwear.** For wear and description see applicable paragraph 1.11.

1.9 Women's Service Dress Uniform

Women's service dress uniform is worn for social functions of a formal, semi-formal and/or official nature as prescribed by the CIPDH Administrative Council.

- 1.9.1 **Coat.** The enlisted women's service dress uniform coat is the service dress uniform coat without a name tag. A maximum of four badges may be worn. If authorized, the first duty badge will be centered on the wearer's left 2.5 cm below top of welt pocket and centered. The second duty badge will be worn on the wearer's right in the same relative position as the badge worn on the wearer's left. The women's service dress coat will be polyester and wool-blend of blue color with a light blue edge, serge weave; semi-drape, single-breasted with three buttons and will have one welt pocket on the upper left side and two lower pocket flaps. CIPDH members of higher categories members will wear a 5 cm wide gold sleeve braid, 15 cm from the end of the sleeve. All other CIPDH members will wear a 2 cm wide gold sleeve braid 10 cm from the end of the sleeve. With arms hanging naturally, sleeves will end 3 cm inch below the wrist. The bottom of the coat will extend 10 cm below the top of the thigh. The sleeves and lapel will be roll-pressed.
- 1.9.2 **CIPDH Rank Insignia.** CIPDH members will center regular size rank insignia 1.5 cm from end of the epaulet and parallel with the sleeve seam, when applicable. CIPDH ranks insignia correspond to the established state models and the decision of the CIPDH Administrative Council.
- 1.9.3 **Ribbons.** All ribbons and devices will be worn on the women's service dress uniform. Wear ribbons centered, resting on (but not over) the edge of the welt pocket.
- 1.9.4 **Blouse** (White. Long and Short-sleeved). The pointed-end collar of the shirt must show 0,5 cm to 1.5 cm above the service dress coat collar with arms hanging naturally. It will have epaulets. With arms hanging naturally, long-sleeves will end 0,5 cm to 1,5 cm below the wrist, but not be visible below the sleeves of the service coat. The long- sleeved blouse will have rounded cuffs with buttonhole closures on each cuff. The blouse may be modified to accommodate cuff links. White, V-neck, athletic style tank top or crew neck style (long sleeve blouse only) undershirts are optional. If worn, they will be tucked into the skirt or slacks.
- 1.9.5 **Tuck-in Style Blouse** (Long or Short-Sleeved). The white blouse will have a tapered fit and will be tucked into the slacks or skirt.
- 1.9.6 **Cuff Links.** Cuff links are optional with the service dress uniform. They will either be silver, satin finish or highly polished.
- 1.9.7 **Tie Tab.** An inverted-V tie tab will be worn with the service dress uniform. The tie tab will be blue polyester with CIPDH logo and with self-fastening tails when worn with the tuck-in style blouse and with or without self-fasteners with the semi-form fitting blouse.
- 1.9.8 **Slacks.** Slacks will be blue and fit naturally over the hips with no bunching at the waist or bagging at the seat. The bottom front of the slack legs will rest on the front of the shoe, boot or on top of the foot if wearing pumps, with a slight break in the crease. The back of the slack legs will be approximately 2,5 cm longer than the front. The slacks will be tailored, straight hanging, with no flare at the bottom or additional alterations to further taper the leg. They will have a center fly-front opening and front and back waist darts, and a waistband with five belt loops. The slacks material will be 100% polyester, polyester wool tropical, or wool blend with a serge weave. The slacks material will match the service dress coat in both fabric and shade.

- 1.9.9 **Skirt.** The skirt will be polyester or poly-wool, blue and hang naturally over the hips with a slight flare. The skirt will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap when standing at attention. The skirt will be straight style with belt loops, a kick pleat in the back, two pockets, and a darted front. Skirts will have a back zipper and lining attached to the waist. Skirt material will match the service dress coat in both fabric and shade.
- 1.9.10 **Belt and Buckle.** The belt will be black, leather and solid. The belt will have a silver (chrome finish) buckle.
- 1.9.11 **Headgear.** For wear and description see applicable paragraph 1.10.
- 1.9.12 **Footwear.** For wear and description see applicable paragraph 1.11.

Chapter 5. HEADGEAR AND FOOTWEAR

1.10 Headgear

- 1.10.1 **The Men's Service dress Cap (Wheel Cap).** Will only be worn with the service dress uniform. Women are authorized to wear the men's service cap.
- 1.10.2 The visor-type service cap is banded with gold 2,5 cm braid. An optional version has a braid of an open mesh construction and an optional black leather back strap. The cap sits squarely on the head with no hair protruding in front of the cap. CIPDH members of higher categories wear the service cap with gold embroidery in the form of bay leaves around the CIPDH logo centered on the front of the cap. Other CIPDH members wear the service cap with light blue bay leaves embroidery.
- 1.10.3 **The Women's Service dress Cap (Bucket Cap).** Will only be worn with the service dress uniform. Women are authorized to wear the men's service cap. Rounded design, sides form a front brim, with a solid blue hat cover. The cap sits squarely on the head. Enlisted wear the service cap insignia with a circle, centered on the front of the cap. CIPDH members of higher categories wear the service cap with gold embroidery in the form of bay leaves around the CIPDH logo centered on the front of the cap. Other CIPDH members wear the service cap with light blue bay leaves embroidery. Service cap is mandatory for CIPDH members of higher categories and above and optional for all others.

1.11 Footwear

- 1.11.1 **Footwear (Males).** Footwear is required when wearing all CIPDH uniforms.
- Socks** (black). Socks will be plain without design, clean, and serviceable. Black socks will be worn with low quarters shoes. Plain white socks may be worn under the black socks as long as the white socks are not visible.
- Low Quarters.** (males) Low-quarters are worn with the service dress. Shoes will be low quarter, oxford- style, lace-up with a plain rounded toe or a plain rounded-capped toe. Soles will not exceed 1,5 cm in thickness and the heel will not exceed 2,5 cm in height (measured from the inside front of the heel). Shoes will be smooth or scotch-grained leather or manmade material. Shoes will be shined; high gloss or patent finish is optional.

1.11.2 Footwear (Females). Footwear is required when wearing all CIPDH uniforms.

Hosiery. Hosiery will be worn with the service dress uniform (skirt). Hosiery will be plain commercial, sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement the uniform and the Airman's skin tone.

Patterned hosiery is not authorized to be worn with any uniform. Hosiery must be worn with the skirt and are optional with slacks; however, if not wearing hosiery with slacks, plain (not patterned) black socks must be worn.

Socks (Females). Socks will be plain without design, clean, and serviceable. Black socks will be worn with low quarters shoes. Plain white socks may be worn under the black socks as long as the white socks are not visible.

Low Quarters. (females) Low-quarters are worn with the service dress. Shoes will be low quarter, oxford- style, lace-up with a plain rounded toe or a plain rounded-capped toe. Soles will not exceed 1,5 cm in thickness and the heel will not exceed 2,5 cm in height (measured from the inside front of the heel). Shoes will be smooth or scotch-grained leather or manmade material. Shoes will be shined; high gloss or patent finish is optional.

Pumps. Will be worn with the service dress uniform. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 1,5 cm (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel can not be less than 2 cm in diameter or larger than the body of the shoe. Faddish styles will not be worn (e.g. extreme toes, pointed or squared, or extreme heel shapes). They will be plain, clean and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a manmade material. They may be high-gloss or patent finish.

Chapter 11. AWARDS AND DECORATIONS

1.12 Wear Instructions

1.12.1 Wear regular or miniature size medals and ribbons.

1.12.2 Do not mix sizes.

1.12.3 Do not wear medals and ribbons on outer garments such as the pullover sweater, the cardigan sweater.

1.12.4 Wear only authorized awards and devices, when wearing medals and ribbons.

1.12.5 The lapel of the service coat may cover a portion of the ribbons.

Chapter 13. UNIFORM POLICY CHANGES

1.13 Supplements.

CIPDH General Assembly may supplement this publication. CIPDH Administrative Council may supplement this publication. Changes to this publication will be updated in supplements to this publication within 180 days.

1.14 Attachments and figures.

All supplements, schemes, CIPDH rank insignia and figures of the CIPDH Uniform are presented in attachments to current Uniform Instruction.

1.15 Functional Authority.

Changes impacting CIPDH uniforms by either removing or replacing a uniform item with a functional clothing item will receive coordination from the CIPDH President prior to approval.

1.16 Exception-to-Policy.

All exception-to-policy requests will be submitted through info@cipdh.fr

CIPDH PRESIDENT
MR. SALVATO GERARD.