



## OM00050 - Uniform and Appearance Policy

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## Policy brief & purpose

Our **dress code company policy** outlines how we expect our employees to dress at work. Employees should note that their appearance matters when representing our company in front of clients, visitors, or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture.

## Policy elements

These dress code rules always apply:

- All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.
- Good hygiene practices must be followed including but not limited to using deodorant when needed
- Company shirts and jumpers will be supplied and must be the only external visual.
- Staff are to always wear either Black or navy long pants or shorts with no logo's visible
- All clothes must be in good shape, washed, no rips, tears, or holes
- Footwear must be closed toe shoes preferably steel caps.
- If wearing shorts socks must be black or navy in colour
- When wearing a company shirt all must remember that they are representing the company and must conduct them self in a appropriate manner
- Jewellery and body piercing must be discrete and of no potential risk to other, residents, clients, peers, equipment, or the wearer and ensure a professional image is always
- Tattoos that could be perceived as offensive should be discreetly covered where possible (e.g. tattoos of naked men/women, skulls or daggers dripping blood). This item is to be administered at the discretion of the Manager.
- Hair should be clean and tidy and should not compromise common sense standards. This means that long hair must be tied back for WHS reasons. Some areas will require head/hair protection to be worn on client sites.
- Hair accessories are to be discrete, functional and of a colour which matches one of the wardrobe colours.
- Males are to be clean-shaven or have facial hair neatly trimmed.
- Only plain coloured hijabs are permitted for those who must fulfil religious requirements
- Nails must be kept short and clean.
- Where protective clothing is required, these will be supplied by the company or franchisee.

## Uniforms and protective wear following resignation or termination

On completion of employment with the company, uniforms allocated will be returned by the employee and disposed of appropriately.

## Disciplinary Consequences

When an employee disregards our dress code, their supervisor should reprimand them. The employee should start respecting our dress code immediately. In some cases, supervisors may ask employees to returning home to change.

Employees may face more severe consequences up to and including termination, if:

- Their appearance causes irreparable damage, like loss of a major client.
- They repeatedly violate our dress code.



**Forms and Registers**

Document number	Document Name