

## DRESS CODE POLICY

**Applies to:** The Organisation

**Version Number:** 16

**Version date:** March 2020

**Next review date:** March 2022



### POLICY STATEMENT:

All employees are to comply with the following dress code guidelines. All employees are expected to wear company attire, identifiable badges if and when required and be clean, tidy and professional when representing the company.

#### ***Business Support Employees***

The dress standard expected of employees may be referred to as 'smart professional'.

This code has been established to ensure a professional and positive public image of administrative and service employees is maintained and to ensure compliance with occupational health and safety standards.

See examples below.

#### ***Administrative Employees:***

- Company blouses are to be worn. Employees will be allocated 2 tops which must be kept in good order and returned at the end of their employment.
- Black or navy pants or knee length skirts and jackets or cardigans ✦ *Examples of suitable non uniform attire include:*
  - Clean, neat and tidy short or long-sleeved shirt. ○ Knee length tailored skirt or dress, trousers or  $\frac{3}{4}$  pants, no jeans or leggings. ○ Dress shoes or sandals may be worn but no joggers or trainers are acceptable. ○ Shoes **MUST BE WORN** at all times.
- Examples of unsuitable attire include : Torn, dirty or scruffy clothing
  - Clothing containing or portraying inappropriate or offensive material or slogans
    - Midriff shirts or low-cut shirts
    - Mini Skirts or light flimsy fashion clothing
    - Excessively high heeled shoes or rubber thongs
    - Track pants or jeans
  - Clothes that are typical in workouts, beach wear or outdoor activities **ARE NOT** allowed.

Employees may participate in "Casual Friday" where employees may wear more casual clothing like jeans, a casual top and boots. However, if employees are meeting with clients, business partners or other external parties then the usual dress standards apply.

An employee's position informs their dress code. If employees frequently meet with clients they should conform to the business dress code at all times.

## **Personal Support and Home Help Employees**

- ✦ A Uniform polo shirt top or shirt will be supplied to you by Direct Care Australia at no charge
- ✦ Any uniform items supplied to employees must be returned to the company on resignation
- ✦ ID badges are to be worn at all times
- ✦ ID Badges must be above the waist and clearly visible to members of the public or other employees
- ✦ Footwear must be neat and tidy and fully enclosed
- ✦ Joggers or trainers are acceptable footwear where the nature of employment involves excessive physical work, or hours of standing / walking
- ✦ Shoes must be worn at all times
- ✦ Thongs or sandals or high heels are not to be worn
- ✦ Clean and neat dark navy blue pants, knee length shorts or skirt, no jeans
- ✦ Long hair must be tied back
- ✦ Nails must be clean and short with only clear nail polish
- ✦ Minimal jewellery is to be worn when working; small earrings only and wedding rings
  - ✦ Avoid heavy perfumes or deodorants; light fragrance only

**All employees not wearing appropriate dress or uniform will be sent home to change and will not be paid for the time away from work.**

**Continued disregard for the Dress Code Policy will see an employee face performance management.**

### **Related Policies:**

Work Health & Safety Policy  
Code of Conduct  
Customer Service Policy

### **Related Procedures:**

Recruitment & Selection  
Job and person specifications

### **Related Standards:**

NDIS Practice Standards St. 2 Human Resource Mgt  
Aged Care Quality Standards St. 7 Human Resources

### **Legislative Reference:**

Work Health and Safety Act 2012  
Work Health and Safety Regulation

