



## **DRESS CODE POLICY**

Flexi Staff Group Pty Ltd is committed to the success and reputation of the organisation by employees portraying a professional image and appropriate appearance of the company to our clients and the public at all times.

### **Dress Code General Guidelines**

Employees should present a professional appearance at all times. Clothing should be suitable and appropriate to the role. Safety aspects of clothing should be considered at all times. Clothes that present a health and safety risk in the opinion of management will not be acceptable.

- Clothes to be clean, ironed, neat and tidy. No inappropriate standards of dress.
- Exceptional personal hygiene at all times. No offensive body odour, dirty or wet hair.
- Females – make-up should be work appropriate.
- Males – clean shaven or neatly presented/trimmed beard or moustache.
- Jewellery must be non-offensive and kept to a minimum. Facial or visible body studs/rings are not acceptable, other than those approved by your Manager.
- Tattoos are covered at all times where practical.

### **Examples of Non-Appropriate Standards of Dress**

This list is provided as a general guide. Employees should use their own judgement when choosing clothing that is appropriate for a professional appearance in the workplace (therefore please keep in mind that clothing you would contemplate wearing to the beach or night clubs may not be appropriate for a professional appearance at work).

The following would not be deemed appropriate:

- Sheer, see-through or revealing clothing (including tops with bare back, midriff or strapless tops, tops with shoestring or halter straps)
- Short (more than 10cm above the knee) or tight skirts and dresses
- Torn or frayed clothing, shirts with potentially offensive words, graphics or logos
- Jeans, sweat pants, leggings, cargo pants, shorts
- Beach dresses, including maxi, shoestring or strapless dresses
- Muscle shirts, sleeveless shirts, collarless shirts
- Flip Flops or thongs (including dress thongs), sneakers, ugg boots or slippers
- Baseball caps and other casual headwear (e.g. beanies)

### **Exemption and Other Considerations**

Religious and cultural beliefs will be taking into consideration, as will comfort for varying physical situations.



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### Casual Dress Days

Clothes worn on casual dress day should be neat and tidy. All attire should follow the above guidelines with the exception of jeans. When meeting clients on a designated "Casual Dress Day", it may be necessary for forgo casual dress.

### Policy Breaches

If an employee's clothing is not appropriate, the employee will be given an opportunity to discuss this, and why the attire does not comply, with their manager. The employee will also be given a chance to respond.

It is important to note that ultimately what is acceptable attire will be a decision of the organisation. However, reasonable accommodation will be given to employees where required. Breaches of this policy may also lead to disciplinary action.

### Further Information

If any employee has queries or concerns regarding this policy, they should contact the HR Department.

A handwritten signature in black ink, appearing to be "S. J.", is written over a horizontal line.

Company Director

10<sup>th</sup> August 2023

Date