

DRESS POLICY

1. PURPOSE

- 1.1 The purpose of this Dress Policy (Policy) is to describe the standard of dress expected by Human Resources Focus ('HR Focus') in the workplace.
- 1.2 HR Focus requires that all staff wear a standard of dress appropriate to the circumstances and environment in which work is performed. Importantly, attire should be neither offensive nor likely to give rise to health and safety risks in the workplace.

2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence from 01/01/2021. It replaces all other HR Focus dress policies (whether written or not).

3. APPLICATION OF THE POLICY

- 3.1 This Policy applies to employees and contractors (including temporary contractors) of HR Focus, collectively referred to in this Policy as 'workplace participants'. This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

4. HEALTH AND SAFETY

- 4.1 HR Focus is required to remove any reasonably foreseeable risk to workplace health and safety. If HR Focus considers that a particular item of clothing or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, HR Focus may take whatever action it considers necessary to satisfactorily address the situation.
- 4.2 Action may include directing the workplace participant to remove the particular item of clothing or jewellery whilst in the workplace. If it is not practicable to remove the particular item, HR Focus may direct the workplace participant to leave the workplace. A workplace participant is required to comply with any such direction.

5. ACCEPTABLE ATTIRE

- 5.1 Acceptable attire at HR Focus is as follows:
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- 5.2 Costume and garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a **foreseeable hazard having the potential to harm health or safety**. If a workplace participant is uncertain as to whether an item of clothing poses a foreseeable hazard, the workplace participant should ask his/her manager or supervisor for clarification.

6. UNACCEPTABLE ATTIRE

- 6.1 The following is a guide to attire that is unacceptable in the workplace. It is not an exhaustive list. A workplace participant that presents for work wearing unacceptable attire may be directed to go home and change before being permitted to resume work.

7. JEWELLERY

- 7.1 Any item of jewellery that constitutes a foreseeable hazard having the potential to harm health or safety must not be worn in the workplace. In particular, rings and chains or any other hanging pieces that may have the potential to become entangled in machinery or equipment and therefore pose a risk to health and safety.

8. HAIR

- 8.1 Hair should be worn in a neat and tidy fashion. If directed to do so by HR Focus, a workplace participant must tie back long hair in either a hair net or another similar device.

9. BODY AND FACIAL PIERCING

- 9.1 Body and facial piercings may present the potential for harm to health or safety and/or interfere with the work carried out by a workplace participant and are therefore unacceptable. Management reserves the right to instruct an employee to remove piercings while at work. Pierced ear lobes may be acceptable if there is no potential for harm to health or safety.

10. TATTOOS

- 10.1 Tattoos of an offensive nature must be covered.

11. UNIFORM

- 11.1 Any staff member supplied with a uniform is required to wear it whilst on duty and to take responsibility for its maintenance.

12. CASUAL DAYS

- 12.1 When a 'casual' day is held, it is expected that employees will dress in 'smart casual' clothing.
- 12.2 If it is found that workplace participants are abusing the privilege of 'casual' days then management may, at their discretion, decide to withdraw the privilege.

13. BREACH OF THIS POLICY

- 13.1 Any breaches of this Policy by an employee may result in HR Focus taking disciplinary action, against that person.
- 13.2 Any breaches of this Policy by a contractor may result in HR Focus terminating my contract for services.

Variations

HR Focus reserves the right to vary, replace or terminate this policy from time to time.