

## **HR06 Dress Policy**

### **Purpose**

The purpose of this policy is to describe the standard of dress expected by the Organisation in the workplace. The Organisation requires that all staff wear a standard of dress appropriate to the circumstances and environment in which work is performed. Importantly, dress should be neither offensive nor hazardous.

### **Application of the Policy**

This policy applies to all employees of the Organisation.

### **Health and Safety**

The Organisation is required to remove any reasonably foreseeable risk to workplace health and safety. If the Organisation considers that particular clothing or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, the Organisation may take whatever action it considers necessary to address the situation. Action may include directing the employee to remove the particular clothing or jewellery while in the workplace. If it is not practicable to remove the particular item, the Organisation may direct the employee to leave the workplace. Employees are expected to comply with any such direction.

### **Acceptable Attire**

Employee's attire for work must be clean, neat and tidy. Employees must wear appropriate attire (including sun safe and workplace safety attire when working outdoors) at all times.

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, the workplace participant should check with his/her manager or supervisor.

### **Jewellery**

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 or chains may become entangled in machinery and therefore pose a risk to health and safety.

### **Body and Facial Piercing**

Body and facial piercing may be acceptable, piercings must not be excessive or offensive. If piercings are identified as excessive or offensive, the employee may be asked to remove the piercing at the discretion of the CEO. If a piercing is identified as a potential for harm to health or safety, the employee may be asked to remove it for the duration of the work activity.

### **Tattoos**

Tattoos of an offensive nature must be covered.



## Uniform

The Organisation's employees are not required to wear a prescribed uniform, there may be occasions when staff are asked to wear a shirt bearing the Organisation's logo for special events when they are representing the organisation.

The Organisation will pay for the cost of embroidery for the Organisation's Logo on work clothing.

### **Uniform Allowance**

FBA	<p>FBA will provide a clothing allowance of up to \$100 per financial year. The purpose of the clothing allowance is to provide financial assistance for staff Corporate/dress shirts, Sun Smart clothing; long sleeve shirts, long pants, hats, sunglasses, covered shoes.</p> <p>All shirts purchased and claimed under the clothing allowance must be embroidered with the FBA Logo. FBA will pay the cost of embroidery on any clothing purchased by staff for work purposes.</p> <p>An expense claim form must be submitted with receipts for any clothing purchased under the clothing allowance, including purchases made on a FBA Corporate Credit Card.</p>
DCCA	Provide uniforms to employees
FRCC	Provides an annual allowance for the purchase of clothing and embroidery.
CHRRUP	Provides 3 shirts per annum.

### **Breach of This Policy**

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee.