

**Q254D****DRESSCODE and UNIFORM POLICY****Policy Statement**

Enhanced Lifestyles aims to project a professional image whilst ensuring uniforms comply with Occupational Health and Safety. The appearance of employees reflects the general image of our organisation and has a significant impact on the way we are viewed by our Customers, Lifestyle Attendants, contractors, suppliers and the general public.

Scope

This policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance. Employees should use common sense in adhering to the principles.

Exemptions may be granted based on genuine medical or religious matters and will be determined by the Human Resources team on a case by case basis.

This document complies with NDIS 2020, 2.7 Human Resources Management, and ACIS 2018, section 2.7 Resource Management. This document is readily available to all Customers/Clients and employees of Enhanced Lifestyles including The Board.

Policy context: This policy relates to:	
Contractual obligations	Employee Contracts

Company Supplied Uniforms

All Enhanced Lifestyles Head Office employees are required to present a professional image at all times. All Head Office employees will be provided with company supplied uniforms to wear four days per week (Pro rata for permanent part time employees). Friday of each week is casual day.

Company supplied uniforms will be tailored to fit comfortably and professionally. It is a requirement of all employees to keep company supplied uniforms neat and clean.

All Head Office employees will initially be provided with a uniform allowance of \$600 plus GST each (pro rata for permanent part time employees). Corporate uniforms can be purchased at Valerie Travers - www.valerietravers.com.au or from Corporate Profile Clothing – www.corporate.com.au

Company supplied uniforms will be reviewed annually and each employee will receive, on their anniversary of service with the organisation, \$600 plus GST (pro rata for part time employees) to purchase new and/or additional items of clothing.



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Staff can be reimbursed for direct purchase of work pants or skirts to a value of \$150 (pro rata for part time employees) per year.

Dress Code for Office Employees

This policy provides a general overview of appropriate and inappropriate business attire. No uniform policy can cover all contingencies, so employees must exert a certain amount of common sense in their choice of clothing to wear to work. If employees experience uncertainty about acceptable, professional business attire for work, they should seek advice from their Line Manager or the Human Resources Team. Business attire should always fit properly, be clean, ironed and in good condition.

Trousers, Pants and Suit Pants

Tailored full length suit trousers and pants are appropriate. Trousers and pants should fit neatly and be worn appropriately. Synthetic, material or leather pants are not acceptable. Other inappropriate trousers or pants include anything denim (Blue) or corduroy, track pants, exercise pants, active wear, shorts, spandex or leggings. Black denim without embroidery or holes or rips are acceptable.

Skirts and Dresses

Suit style skirts and dresses should be professional and business like in nature. They should be knee length. Inappropriate skirts and dresses include those that are short, tight or revealing, backless, provocative or casual.

Shirts, Tops and Blouses

Shirts, tops and blouses should be professional and business like in nature. Inappropriate shirts, tops or blouses include denim or corduroy, flannelette print, t-shirts, tank tops, midriff tops, halter-tops, shirts or tops with revealing necklines, anything of a provocative nature and shirts with words, terms, logos, pictures, cartoons or slogans.

Jackets, Vests and Cardigans

Business style suit jackets are appropriate. Vests and cardigans which are neat, professional and business like in nature are permitted. Inappropriate jackets, vests and cardigans include denim, corduroy, flannelette print, leather, hoodies or polar fleece, jackets, anything of a casual nature, vests and cardigans with words, terms, logos, pictures, cartoons or slogans.

Shoes and Footwear

Business style dress shoes are acceptable for work. Athletic shoes, sneakers, casual sandals and ugg boots are not acceptable.



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Hats and Head Covering

Hats are not appropriate in the office. Employees may wear head covers that are required for religious or medical purposes or to honour cultural tradition.

Jewellery

Jewellery, including earrings, should be discrete, conservative, professional in appearance and safe to Customers and staff. In order to maintain a safe and professional workplace, wearing facial piercings other than in ears is not permitted (i.e. nose rings, eyebrow rings, tongue etc.)

Tattoos

Due to the professional service nature of our business, tattoos should be discretely covered.

Hair

Hair should be worn in a neat and tidy fashion and be of a discrete and professional colour and style. If Occupational Health and Safety rules requires it, long hair should be worn tied back.

Personal Hygiene

Maintaining a comfortable environment in which all employees can work in is an important part of being an employer. However, sometimes poor hygiene from employees can affect the overall performance of a team or impact on their colleagues and other people, particularly Members, with whom an individual comes in to contact.

Keeping clean is essential for good health; poor hygiene can cause skin complaints, unpleasant smells and bacterial or parasitic infections; poor dental care can also give rise to bad breath. Unwashed clothes are often a source of undesirable smells.

Employees should come work having attended to their personal hygiene each day with clean clothes and hair and free from unpleasant odours.

Casual Days

Business casual days will be scheduled each Friday and will be held to raise money for a charity. Consideration should be given to the activities scheduled for the day (e.g. client meetings). Employees should remember that they work within a professional environment and clothing should not be torn, scruffy or contain offensive material or be considered revealing or provocative.

Examples of inappropriate casual clothing includes miniskirts, shorts, track pants, track suit material jackets or pants, hoodies, flannelette shirts, untidy jeans, thongs and untidy athletic shoes or sneakers. On casual days, employees must continue to comply with the



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guidelines provided for under the Hats and Head Covering, Jewellery, Tattoos and Hair sub headings of this policy.

Non Compliance

In the event that any employee arrives for work in a way that is not in line with this policy, their Line Manager or Human Resources team will advise them that they are not dressed or groomed appropriately to perform their duties, on the first occasion. They will be given the opportunity to address the issues immediately, and if necessary, return home to change. Any deliberate breaches of this policy may result in disciplinary action being taken against the employee. Any further incidents will be considered in breach of company policy and further action may be taken,

Dress Code for Lifestyle Attendants

All Enhanced Lifestyles' Lifestyle Attendants are expected to present a professional image at all times. Our Members have instructed that they do not wish Lifestyle Attendants to be identified by wearing a uniform however, it is an expectation of the organisation that you present to work each day in smart casual attire. All attire must fit well, be clean, ironed (if applicable), neat and tidy.

The organisation has purchased ladies and men's corporate shirts for networking events and formal functions.

Should you require a corporate shirt, you will need to collect from our office and return to our office in good condition. The organisation will arrange laundering.

Under no circumstances are Care Workers to wash corporate shirts.

As outlined in your Position Description, the following must be adhered to at all times:

- Keep long hair tied back or worn up
- Avoid wearing long, dangling or large hoop earrings as they can get caught or scratch the Members face
- Footwear must be enclosed (no thongs)
- Ensure tattoos are discretely covered
- Avoid wearing perfume or aftershave as Member may suffer from allergies
- Maintain good personal hygiene
- Keep your fingernails short, clean and smooth edged



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- Wash your hands and put on gloves as per universal standard precautions.
Always wash your hands after removing gloves
- Wash your hands before touching or preparing any foodstuff

No smoking during working hours or inside work places.

Further Information

For further information, contact:

People and Culture– telephone on 8340 2000.

Documentation

Documents related to this policy	
Related policies	Q254 – Employment Conditions