Dress Policy

1. Purpose
1.1 The purpose of this Dress Policy (Policy) is to describe the standard of dress expected by Education Centre of Australia (‘ECA’) in the workplace. ECA 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.

2. Commencement of the Policy
2.1 This Policy will commence from 1/01/2014. It replaces all other ECA dress policies (whether written or not).

3. Application of the Policy
3.1 This Policy applies to employees and contractors (including temporary contractors) of ECA, 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 ECA is required to remove any reasonably foreseeable risk to workplace health and safety. If ECA considers that a particular item of clothing or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, ECA may take whatever action it considers necessary to satisfactorily address the situation. 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, ECA 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 ECA is as follows:

Men
- Smart Casual
- Business Attire

Women
- Smart Casual
- Business Attire

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.

- thongs, singlets, short shorts, beach wear,

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 or chains have the potential to become entangled in machinery 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 ECA, 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 piercing is unacceptable due to the potential for harm to health or safety. 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 ECA taking disciplinary action, against that person.

13.2 Any breaches of this Policy by a contractor may result in ShortEmployerName terminating my contract for services.

Variations

ECA reserves the right to vary, replace or terminate this policy from time to time.
Policy version and revision information

Policy authorised by: David Tulloh          Original issue: 1/01/2014
Title: Operations Director

Policy maintained by: David Tulloh          Current version: 1
Title: Operations Director

Review date: 1/01/2015

Workplace participant acknowledgement

I acknowledge:

- Receiving the ECA Policy;
- That I will comply with the Policy; and
- That there may be disciplinary consequences if I fail to comply with the Policy, which may result in the termination of my employment or contract for services.

Your name:  
Signed:  
Date:  

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