

Dress Policy

Purpose

The purpose of this Dress Policy (Policy) is to describe the standard of dress expected by Skillset Limited ('Skillset') in the workplace. Skillset 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.

Commencement of the Policy

This Policy will commence from 01/05/2017. It replaces all other Skillset dress policies (whether written or not).

Application of the Policy

This Policy applies to all workers (employees and contractors including temporary contractors) of Skillset, collectively referred to in this Policy as workers.

Health and safety

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

Acceptable attire

Acceptable attire at Skillset is as follows:

Men

- Prescribed Skillset uniform or corporate business wear.

Women

- Prescribed Skillset uniform, or corporate business wear.

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 worker is uncertain as to whether an item of clothing poses a foreseeable hazard, the worker should ask his/her manager or supervisor for clarification.

Unacceptable attire

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

- Open toe shoes or thongs (dress sandals in the office are permitted)
- Shorts or beach wear
- Sportswear including sports shoes

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- Revealing attire
- Rude or inappropriate wording/ pictures printed on clothing
- Any clothing outside of the corporate business wear scope.

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 have the potential to become entangled in machinery and therefore pose a risk to health and safety.

Hair

Hair should be worn in a neat and tidy fashion. If directed to do so by Skillset, a worker must tie back long hair in either a hair net or another similar device. Hair colour must also be presentable and to corporate standards.

Body and facial piercing

Body and facial piercing are 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.

Uniform

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

Casual days

When a 'casual' day is held, it is expected that employees will dress in 'smart casual' clothing.

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.

Breach of this Policy

Any breaches of this Policy by an employee may result in Skillset taking disciplinary action, against that person.

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

Variations

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

Associated Documents

- WHS Policy
- PPE Policy

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