

## **I. INTRODUCTION**

The Legatus Group ('the Employer') requires that all employees maintain a standard of dress that reflects the desired image and maintains a safe working environment.

Whilst at work, all employees of the Employer are required to ensure that safe, appropriate, neat and tidy dress standards are observed at all times.

The Employer respects cultural diversity and seeks to accommodate requests from employees who wish to wear clothing and/or accessories that have a religious or cultural significance. All such requests are considered subject to any safety requirements that apply to the work area and must not display any sexist, racist or offensive images or messages in English or any other language.

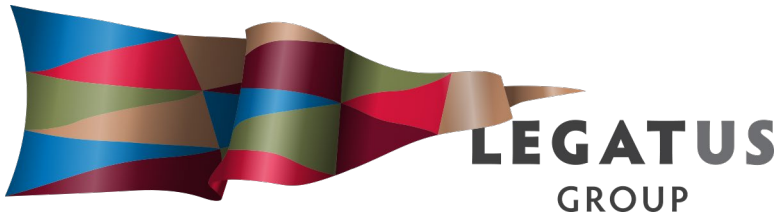
All employees who are provided with a uniform and/or personal protective clothing or equipment are required to wear it whilst at work. Employees are responsible for maintaining and cleaning the uniforms provided by the Employer and/or their personal clothing that is worn for work purposes.

## **2. SCOPE OF THE POLICY**

This Dress Code Policy applies to all employees of the Legatus Group and repeated breaches of this policy by any employee may result in disciplinary action, including termination, being taken against the employee concerned.

## **3. POLICY DETAILS**

All employees are encouraged to contact the CEO and discuss any issues that they may have in relation to acceptable work attire, or any special needs or requirements that they may have.



## **Acceptable Attire**

The following is a guide to acceptable attire that is considered to be appropriate by the Employer. This list is not exhaustive and employees are required to exercise discretion when determining the appropriateness of a particular item of clothing or accessory.

### **Office Staff**

- Suitable business attire is to be worn, which includes but is not limited to, collared business shirts, ties, tailored pants, suits, skirts, dresses and blouses.
- Stockings in sheer or opaque shades.
- Business-style jumpers, cardigans or vests.
- Suitable and comfortable enclosed or semi-enclosed footwear (other than joggers, etc. - refer to Unacceptable Attire).
- Groomed hairstyle.
- Reasonable and appropriate make-up.
- Reasonable and appropriate jewellery, such as a wedding ring, watch, necklace, earrings, bracelet or other accessories that complement the outfit being worn.

### **Project Sites and Machine Operators**

- Suitable and appropriate protective clothing including overalls, dust coats, gloves, hearing protection, protective eyewear and other equipment, as required.
- Enclosed footwear or safety boots/shoes.
- Groomed hairstyle. If hair is long, it must be suitably restrained, i.e. worn tied back.

## **Unacceptable Attire**

The following is a guide to what is considered to be unacceptable by the Employer:

### **Office and Sales Staff**

- Tracksuits.
- Garments which reveal the midriff, halter-neck tops.
- Torn or ripped clothing (even where part of the clothing's design).
- Any form of sports shoe (e.g. joggers), thongs.
- Open-toed footwear in areas where safety is an issue.
- Any clothing displaying sexist, racist or offensive images and/or messages.

### **Project Sites and Machine Operators**

- Rings, chains, long necklaces or any other piece of clothing or accessory which may pose a danger in work environments involving machinery and/or moving parts.
- Any form of sports shoe (e.g. joggers), sandals, thongs, scuffs or slippers.
- Open-toed footwear in areas where safety is an issue.
- Any clothing displaying sexist, racist or offensive images and/or messages.

### **Casual Dress Days**

When a casual dress day is held, employees are expected to dress in safe, smart and neat casual clothing.

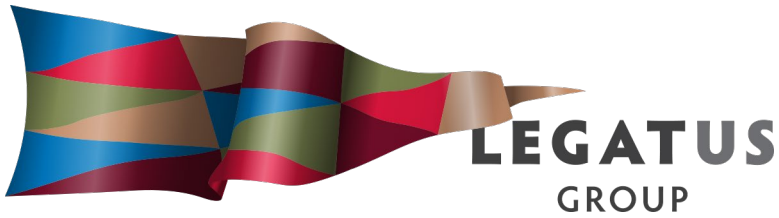
If employees are found to be abusing the privilege of casual dress days, management, at their discretion, may decide to discontinue the practice.

Signature:



Date: 12 June 2020

*Chief Executive Officer*



#### 4. AVAILABILITY & GRIEVANCES

This policy is available for inspection at the Legatus Group office at 318 Main North Road, Clare during ordinary business hours.

It is also available for inspection, download or printing, free of charge, from the Legatus Group's website at [www.legatusgroup.sa.gov.au](http://www.legatusgroup.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer, Legatus Group, PO Box 419, Clare, SA 5453.

#### 5. REVIEW

This Legatus Group Policy shall be reviewed by the Legatus Group within (4) years of the issued date.

Date	Revision Number	Reason for Amendment
5 June 2020	1	No amendment