

## HECIS: WORKPLACE DRESS CODE POLICY

5.21	WORKPLACE DRESS CODE POLICY
------	-----------------------------

<b>Applies to:</b> All Staff
<b>Specific responsibility:</b> Staff, HECIS Co-Ordinator

<b>Version:</b> 1
<b>Date approved:</b> 5.8.2014
<b>Next review date:</b> Aug 21

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	Cancer Council Sun-Smart Program
Legislation or other requirements	
Contractual obligations	

### POLICY STATEMENT

HECIS objective in establishing a safe and comfortable environment includes setting some standards for workplace dress code. The professional image of our service is a priority.

HECIS seeks to provide a culture that allows staff to dress in a style which presents a neat, business like appearance and that promotes confidence and professionalism to the public. We expect HECIS staff to accept responsibility of dressing appropriately for their position or situation.

Client/families and Child Care Centre staff and other professionals must be able to identify easily HECIS staff within their service/environment.

HECIS has a uniform shirt which is provided to all staff. HECIS also provides staff with a HECIS lanyard to which the staff identification badge should be attached and worn by all staff when working with client/families, at Child Care Centres and/or in the client/family home.

### PROCEDURES

HECIS staff must ensure they comply with the following:

- **HECIS Uniform shirt** employees will be supplied with a uniform shirt when they commence employment and shirts are supplied on a pro-rata basis (See below for quantity supplied). Employees may purchase additional uniforms at cost price. Uniforms may need to be ordered in therefore new employees will dress as per instruction from the HECIS Co-Ordinator until a uniform is supplied. New uniforms will be issued to staff when required at management's discretion. When an employee leaves the company they are required to give all issued uniforms back.
- **Wearing of uniform shirt** HECIS request staff to wear the uniform shirt for each workday. Staff may wear casual clothing on designated clean-up days or other designated days only if they will not be meeting with clients/child care centre staff.
- **Clothing** should be clean and in good repair at all times. Being able to get down to the client/child level or to the floor may be a requirement for some staff, and therefore clothing should be appropriate for the situation. Black coloured pants, jeans and capri-style pants are allowed but must not be a low-rise style (with no holes, logos or lavish accessories). Use a conservative outlook when deciding upon apparel.

Black coloured shorts and skirts may be worn, however they should be no shorter than 12 cm above the knee. No revealing clothing may be worn and should be size appropriate.

All staff must adhere to the Cancer Council Sun-Smart guidelines. A copy of the Cancer Council Factsheets *The Role of clothing in sun protection and Sun-safe hats* is attached and forms part of this policy.

## HECIS: WORKPLACE DRESS CODE POLICY

- **Cardigan/Jackets** to be worn over the HECIS uniform shirt should be clean and in good repair and coloured black.
- **Undershirts** a black skivvy/undershirt may be worn underneath the uniform shirt for additional warmth, in need.
- **Jewellery/Body Piercing** jewellery should be conservative and thought given to safety and practicality. Long chain necklaces or pendants can present a safety hazard to small children. Earrings should be small and secure to prevent children from pulling or grabbing them. Jewellery and body piercing must not pose a Workplace Health and Safety risk and where visible must be business like. Externally visible body piercing is to be limited, except for a bona fide religious or cultural requirement.
- **Tattoos** offensive tattoos are not permitted to be visible whilst working for HECIS e.g. sexually graphic, violent or otherwise offensive tattoos. Employees with inappropriate tattoos must ensure they remain covered at all times.
- **Shoes** must be clean and in good repair at all times and appropriate for the situation. Jogger style shoes may be worn. Enclosed and comfortable footwear is recommended for safety reasons.
- **Hair/Nails** should be clean and groomed at all times and appropriate for the situation (long hair may need to be tied back when working with a client/child). Nails should be trimmed to a safe length.

If in doubt HECIS employees should direct any questions regarding the HECIS dress code to the HECIS Co-Ordinator for guidance.

Child Care Centres may have their own dress code policies applicable to visitors working with children. HECIS Staff are to ensure that they comply with any dress code policies of centres they attend and should discuss matter with the centre Director in need.

**Note:** Employees who report for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult the HECIS Co-Ordinator if you have questions as to what constitutes appropriate dress.

### SUPPLY OF UNIFORM SHIRTS

Staff will be supplied with uniform shirts when they commence employment and these are issued on a pro-rata basis to a maximum of 3 shirts. Employees may purchase additional shirts at cost price.

Days employed per week	Numbers of shirts supplied
1 day per week	1
2 days per week	1
3 days per week	2
4 days per week	3
5 days per week	3

## HECIS: WORKPLACE DRESS CODE POLICY

### DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	<i>The Role of clothing in sun protection – Cancer Council</i> <i>Sun-safe hats – Cancer Council</i>

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	18.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	3.9.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

### INDEXING

Search topic/s:	
Function/s:	