

DRESS POLICY

1. PURPOSE

The purpose of this policy is to describe the standard of dress expected by Cherbourg Aboriginal Shire Council ("CASC") in the workplace. CASC 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

This Policy will commence from April 25, 2016. It replaces all other CASC dress policies (whether written or not).

3. APPLICATION OF THE POLICY

This Policy applies to employees, agents and contractors (including temporary contractors) of CASC, 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

CASC is required to remove any reasonably foreseeable risk to workplace health and safety. If CASC considers that particular clothing or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, CASC may take whatever action it considers necessary to address the situation.

Action may include directing the workplace participant to remove the particular clothing or jewellery while in the workplace. If it is not practicable to remove the particular item, CASC may direct the workplace participant to leave the workplace. A workplace participant is expected to comply with any such direction.

5. ACCEPTABLE ATTIRE

Acceptable attire at CASC is as follows:

5.1 Men

- Clean and Neat, Uniforms preferably.

5.2 Women

- Clean and Neat, Uniforms preferably.

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 about whether his/her attire is acceptable, the workplace participant should check with his/her manager or supervisor.

6. UNACCEPTABLE ATTIRE

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 resuming work.

- thongs

7. 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 may become entangled in machinery and therefore pose a risk to workplace health and safety.

8. HAIR

Hair should be worn in a neat and tidy fashion. If directed to do so by CASC, a workplace participant must tie back long hair in a hair net or similar device.

9. BODY AND FACIAL PIERCING

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

Tattoos of an offensive nature must be covered.

11. UNIFORM

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

12. 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 withhold the privilege.

13. BREACH OF THIS POLICY

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee.

Variations

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

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Warren Collins

Original issue: April 25, 2016

Title: Chief Executive Officer

Policy Maintained by: Warren Collins

Current version: 1

Title: Chief Executive Officer

Review date: April 10, 2017

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- *receiving the CASC Policy;*
- *that I should comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Your name:

Signed:

Date:
