



CHERBOURG ABORIGINAL SHIRE COUNCIL

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Dress Code Policy

1. Purpose

The purpose of this policy is to ensure all employees present a favourable and professional image for our customers, potential employees and community visitors. This policy will formalise both the standard of dress and an appropriate dress code that supports a coordinated approach to Cherbourg Aboriginal Shire Council's (CASC) professional image.

2. Applicability

This policy will apply to all employees of CASC, including management, regardless of whether a uniform is supplied.

3. Policy Statement

General

It is recognised that not all casual clothing is unsuitable for the office. These guidelines will help you determine what is appropriate and acceptable to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions and sports contests are not appropriate and do not reflect a professional work appearance. At all times, employees are required to present themselves in suitable clothing that is in good repair, clean, ironed and to an acceptable standard. Torn, dirty, faded or frayed clothing is unacceptable.

Offensive Clothing

Any clothing that has words, terms or pictures that may be offensive to other individuals is unacceptable.

Uniforms

When CASC has supplied uniforms to employees these uniforms must be worn for all rostered shifts. Failure to attend a rostered shift in uniform will be considered a breach of this policy and be subject to the terms in Clause 4 below. Where uniforms are supplied, CASC may request specifically styled and coloured pants, shoes and accessories be worn. Failure to adhere to these specifications will be deemed as inappropriate attire.

Safety Clothing

CASC takes Workplace Health and Safety seriously. This policy does not preclude issued safety equipment as appropriate attire.

Unacceptable attire (Office)

This is a general guideline to unacceptable workplace attire in the Administration office. It is not an exhaustive list however, a common sense approach is necessary.

- Hats (inside buildings)
- Underwear as outwear
- Athletic, workout & supporter wear (inc. racer back tops and sports shoes)

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- Beach wear
- Evening wear
- See through clothing where skin is visible.
- Midriff length tops
- Off the shoulder tops
- Casual T-shirts
- Tops that expose the bra straps
- Backless tops
- Thin strapped singlet tops, tube tops, halter tops
- Dresses/Shorts/Skirts above the lower thigh
- Spandex or lycra e.g. biker shorts, leggings
- Cut-off jeans
- Jeans other than dark denim and black
- Thongs of any kind
- Slippers
- Platform shoes (with a heel higher than 9cm)

Makeup, perfume, cologne and body odour

Employees may be allergic to the chemicals in perfumes, deodorants and make-up, so apply these substances with restraint. Always be mindful of offensive odours, i.e. body and cigarette odour.

Jewellery

Jewellery should be in good taste. Excessive body piercings may be considered inappropriate and may be required to be removed or covered.

Hair

Hair must be clean, neat and tidy.

Exceptions

There may be exceptions to these guidelines that prevent employees from wearing the relevant uniform. In such cases it is recommended that you contact your Manager to discuss specific needs. Exceptions may include:

- Maternity wear
- Illness or accident
- Religious standards or requirements

In such cases it is recommended that you contact your Manager to discuss needs. Exceptions to this policy will be at the discretion of Management.

Certain days declared as dress-down days will be at the approval of Management and will be communicated in advance. Under no circumstances will offensive clothing be acceptable.

4. Breach of Policy

Managers and supervisors are responsible for maintaining the image and dress standards of their teams. The policy will be administered according to the following action steps when clothing fails to meet the required standards and guidelines:

1. The supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the application of this policy;
2. When the problem persists, the employee may be sent home to change clothes and will not be paid. The employee will also receive a verbal warning as their first offense.

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3. Further policy breaches may result in disciplinary action, up to and including termination. For further information regarding this policy please contact the HR Manager.

Acknowledgment by the employee:

I have received a copy of the above policy which I have read and understood.

Signature: Date:

Warren Collins
Chief Executive Officer



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