



## DRESS CODE

<b>Policy Owner</b>	College Principal
<b>Contact Officer:</b>	Human Resources /Manager
<b>Policy Number:</b>	QHRPO010 – ACBT
<b>Approved by:</b>	Senior Management Group
<b>Date Approved:</b>	21 December 2015
<b>Last Reviewed:</b>	December 2015
<b>Related Policies:</b>	Discrimination & Harassment Policy Workplace Agreement

### 1. Overview

- 1.1. The aim in establishing a Dress Code, is to allow employees to work comfortably and confidently in the workplace whilst maintaining a professional image for our students, customers, partners, agents, potential employees, and visitors.
- 1.2. This policy, based on a 'smart' approach to office attire, has been written with sensitivity regarding individual differences, equal standards for all employees and the wide variety of cultural norms and backgrounds of our employees and students.

### 2. Organisational Scope

- 2.1. This policy applies to all PIBT and Partner Provider employees.

### 3. Policy Principles

- 3.1. Staff presentation should reflect PIBT and its partner provider's high level of professionalism and caring approach to business.
- 3.2. Clothing should be comfortable and should take into account the following factors:
  - Health and safety;
  - Duties to be carried out;
  - Local climate, seasons and local weather forecasts;
  - Level of contact with students, customers, agents, partners and other external business contacts;
  - Health issues (ie, disability, pregnancy, injuries, illness)
- 3.3. Depending on the nature of their core duties and levels of customer contact, dress standards across PIBT and its partner provider teams may differ slightly.
- 3.4. Feedback from students suggests that employees who dress in a slightly conservative manner elicit greater respect than those who adopt a style of dress similar to student attire. This approach also helps students easily identify PIBT and Partner Provider staff by their attire.

#### **4. Policy Content**

- 4.1. Employees' attire and presentation should be clean, neat and appropriate (see Appendix 1) to an office/teaching environment.
- 4.2. The following items of clothing are considered inappropriate for an office/teaching environment:
  - Clothing which is ripped, dirty or in obvious need of repair.
  - Clothing which has words, terms, or images likely offend in local cultural / business contexts.
  - Clothing which reveals too much cleavage, back, chest, legs, stomach or underwear.
  - Clothing suited to the beach, yard work, dance clubs, exercise sessions, outdoor pursuits and sporting activities.
- 4.3. The dress code is unable to cover all contingencies so employees are expected to use their own judgment in their choice of clothing to wear to work. To assist employees, Appendix 1 provides a rough guide to appropriate office/teaching attire.
- 4.4. When considering whether an employee meets the Dress Code, supervisors are encouraged to focus on overall presentation rather than take issue with any one item of clothing.
- 4.5. If clothing worn by an employee is determined by the employee's supervisor, in consultation with the Human Resources Manager, as inappropriate under this policy, the matter should be discussed in a private and sensitive manner with the employee. Supervisors should explain the reasons for their request. Employees may be asked to alter aspects of their presentation as a result.
- 4.6. Where an employee fails to address the issue as verbally requested, he/she may receive a formal (written) request to address the situation.
- 4.7. Employees have the right to lodge a complaint where they feel they have been unfairly or inappropriately dealt with in regards to their personal presentation. Complaints of this nature will be dealt with according to the process set out in the relevant employee relations instrument.
- 4.8. PIBT and its Partner Provider's casual dress day is Friday. Employees should use their discretion and ensure an overall neat appearance appropriate to the duties they have scheduled for that day.

#### **5. Administrative procedures**

- 5.1. The Dress Code will be made available to all new employees as part of the induction process.
- 5.2. Information on Dress Code should be relayed to all staff on an annual basis.

## Appendix 1 – A Quick Guide to ‘Smart Office Wear’

In the event that staff are unsure what is intended by the term ‘appropriate office wear’, the following table is offered as a guide. The table, based on a ‘smart-casual’ approach to office wear, is by no means exhaustive, therefore staff are expected to use their discretion for items which are not mentioned below. Staff may also discuss any concerns with their supervisor or Human Resources representative.

(Modified from source:

[http://humanresources.about.com/od/workrelationships/a/dress\\_code.htm](http://humanresources.about.com/od/workrelationships/a/dress_code.htm))

Item	Smart	Casual	Inappropriate
<b>Slacks, Pants, and Suit Pants</b>	Tailored or loose fitting slacks, trousers and suit pants. Dressy shorts, cargo and Capri pants.	Jeans	Form-fitting pants such as worn for biking or the gym, tracksuit pants, shorts which expose the thigh, overalls.
<b>Skirts, Saree, Dresses, &amp; Skirted Suits</b>	Smart casual or corporate-wear dresses, saree, skirts and tunics. Dress and skirt length should be at a length at which you can sit comfortably in public.	Dresses with shoestring- straps and denim.	Short, tight skirts that expose the thigh. Beach dresses and sarongs.
<b>Shirts, Tops, Blouses, &amp; Jackets</b>	Blouses, collared business or dress shirts, polo shirts with company or college logo, smart knitwear (e.g. cardigan, jumper, turtle neck, vests) and suit or smart jackets.	Jeans jackets, T-shirts, polo shirts and windcheaters	Tank tops; midriff tops; shirts with potentially offensive words, terms or images; tops which bare the back or fully expose shoulders. T-shirts without collars
<b>Shoes &amp; Footwear</b>	Dress shoes, oxfords, brogues, loafers, dress boots, flats, dress heels and backless shoes (mules). Conservative walking shoes, sandals and leather deck shoes. Shoes with a closed toe and heel strap or covering are preferred for health and safety reasons. Wearing no stockings is acceptable.	Sneakers and trainers	Thongs, flip-flops, ugg boots, work boots and slippers
<b>Accessories</b>	Scarves, pashminas, ties, limited visible body piercing. Wearing no tie is acceptable. Head covers worn for religious, cultural, health or safety reasons, sun hats for outdoors.		Excessive body piercing, large visible tattoos, baseball caps and ‘beanies’.