



Dress Policy

This Dress Policy applies to all Employees of the business.

The objective of the policy is to establish guidelines for appropriate attire and appearance for employees of the business.

The requirement is for all staff to comply with the Dress Policy.

Procedures (not required)

Purpose

The purpose of this policy is to establish guidelines for appropriate attire and appearance for employees at Sydney Drafting Concepts and Designs. This policy aims to promote a professional image, ensure the safety of employees, and create a respectful and inclusive workplace environment that aligns with our company's values and culture.

Objective

The objectives of this policy are:

- To encourage employees to maintain a professional appearance that reflects positively on the company and its brand.
- To ensure that employees dress in a manner that is safe, comfortable, and suitable for their job role and work environment.
- To create a respectful and inclusive work environment by considering cultural, religious, and personal preferences.
- To provide clear guidance on acceptable and unacceptable attire for employees.

Policy Requirements

All employees are required to adhere to the following dress code requirements:

1. General Guidelines:

- a. Clothing should be clean, well-maintained, and fit appropriately.
- b. Clothing should not be excessively revealing, provocative, or offensive.
- c. Clothing with explicit or controversial text, images, or logos is prohibited.
- d. Personal hygiene and grooming should be maintained at an acceptable level.

2. Business Attire:

- a. For office-based roles, employees are required to wear business attire such as collared shirts, blouses, tailored trousers, skirts or dresses, and closed-toe shoes.
- b. Ties, blazers, and suit jackets are optional but encouraged for formal meetings and client interactions.
- c. Skirts and dresses should be an appropriate length, preferably at or below the knee.

3. Casual Attire:

- a. For casual dress days, employees may wear neat casual attire, including jeans, dress pants, skirts, collared shirts, blouses, or polo shirts.
- b. Casual attire should still maintain a professional appearance and adhere to the general guidelines.

4. Uniforms and Personal Protective Equipment (PPE):



- a. Employees in roles requiring uniforms or PPE should wear the provided attire in accordance with company standards and safety regulations.
- b. Uniforms should be clean, well-maintained, and worn as intended.

5. Special Considerations:

- a. Sydney Drafting Concepts and Designs acknowledges the importance of religious, cultural, and personal preferences in dressing and will make reasonable accommodations whenever possible.
- b. Employees who require special considerations should discuss their needs with their supervisor or Human Resources.

Employees who do not comply with this Dress Policy may be subject to corrective action, up to and including termination of employment. If you are unsure about the appropriateness of your attire, please consult with your supervisor or Human Resources for clarification.

Director is responsible for communicating the Dress Policy to all persons working for or on behalf of the organisation and making it available to interested parties.