

# DRESS CODE & UNIFORM POLICY

## OVERVIEW

Pro Health Care and any subsidiary companies (“**Pro Health Care**”) is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. In order to achieve this, employees are required to wear clean and appropriate clothing for their role and maintain personal hygiene standards.

This policy provides guidelines on what is (and is not) acceptable attire within the workplace, hygiene standards, as well as clarity on the quantity of uniforms (if any) supplied to employees in the performance of their role.

This policy applies to all employees including but not limited to casual and permanent employees, general practitioners, allied health practitioners, members of the board, volunteers, contractors and consultants. Employees are required to be familiar with and comply with the terms of this policy at all times. Failure to do so may result in disciplinary action, up to and including termination of employment.

In so far as this policy imposes any obligations on Pro Health Care (i.e. those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees (i.e. those additional to those set out under legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee’s written employment contract.

Pro Health Care may unilaterally introduce, vary, remove or replace this policy at any time.

## DRESS CODE

### ACCEPTABLE STANDARDS

Employees must present for work in a professional manner and be suitably attired for their work activities. All clothes must be clean and in good shape. Visible stains, rips, tears or holes aren’t allowed.

The standard for both men and women is smart business dress. Smart business dress for work may include; trousers, chinos, skirts, collared shirts, jackets, dresses, blouses, smart/business shoes, closed shoes, socks, belts and ties.

The following items may be acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the image required in the given work area.

- Clothing is worn to comply with cultural or religious practices; and
- Jewellery.

An employee’s hair should be neat and tidy and kept in a clean condition. Employees with long hair may be required to tie it back at the request of an appropriate officer.

### UNACCEPTABLE STANDARDS

Smart business dress for work does not include; low cut or sheer tops that expose the midriff, active wear, thongs, unclosed shoes, running shoes, bare feet, singlets, jeans, leggings or other items of clothing deemed unsuitable by an appropriate officer.

In addition, the following items are unacceptable at Pro Health Care:

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- Clothing that contains messages or designs that may be offensive to others including but not limited to items of clothing which may be considered racist, sexist or derogatory;
- Excessive visible tattoos, body piercings or jewellery (such as eyebrow or nose rings, or tongue studs);
- Body tattoos that contain messages or designs that may be offensive to others including but not limited to tattoo's which may be considered racist, sexist or derogatory.

There are exceptions to the above standards, for example as an Exercise Physiologist or Nurse it is appropriate to wear running shoes.

## UNIFORM

Depending on your role you may be issued and required to wear a uniform. If this is the case our dress code standards still apply in addition to what is outlined below.

Uniforms are either issued upon completion of probation, or annually practice wide. If an employee would like to order more than what is listed below this can be arranged at the cost of the employee.

### UNIFORM ALLOWANCES

#### Reception

Item	Period	Quantity	
Embroidered Navy Shirt	Once (Probation)	CAS/PT: 1	FT: 2
Embroidered Navy Shirt	Annually	CAS/PT: 1	FT: 2

#### Nurse

Item	Period	Quantity	
Embroidered Navy Unisex Scrubs Top	Once (Probation)	CAS/PT: 1	FT: 2
Embroidered Navy Unisex Scrubs Top	Annually	CAS/PT: 1	FT: 2
Embroidered Navy Unisex Scrubs Pant	Once (Probation)	CAS/PT: 1	FT: 2
Embroidered Navy Unisex Scrubs Pant	Annually	CAS/PT: 1	FT: 2

#### Allied Health

Item	Period	Quantity	
Embroidered Performance Polo Top	Once (Probation)	CAS/PT: 1	FT: 2
Embroidered Performance Polo Top	Annually	CAS/PT: 1	FT: 2

#### Contractors

Item	Period	Quantity	
Embroidered Performance Polo Top	Ad-hoc	Upon Request	
Embroidered Navy Shirt	Ad-hoc	Upon Request	

### UNIFORM CARE

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- The employee is responsible for ensuring their uniform is kept clean and presentable. Any employee who fails to wear the required uniform when presenting for duty shall be sent home to change and may not receive payment for the time they are not at work;
- Uniforms shall be replaced if it is determined by their Manager that they are no longer suitable for use due to ordinary wear and tear;
- If an employee's uniform is damaged, the employee may be entitled to a replacement uniform. An employee may not be entitled to a replacement uniform if their uniform has been damaged due to neglect or misconduct. In such cases the employee will be responsible for the replacement costs of the uniform; and
- Uniforms will remain the property of Pro Health Care. Employees who are ceasing work with Pro Health Care must return their uniforms before the completion of their final working day.

### UNIFORM OUT OF HOURS

Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform, they are recognised as representing Pro Health Care. Employees must adhere to the Pro Health Care's Code of Conduct, policies and procedures if they are wearing their uniform outside of work.

Employees must refrain from consuming alcohol while wearing a Pro Health Care uniform unless alcohol consumption has been sanctioned by an appropriate Manager. Employees who consume alcohol or act inappropriately while wearing a uniform may face disciplinary action, up to and including termination of employment.

## HYGIENE

Employees are responsible for ensuring that they maintain good standards of personal hygiene while at the workplace. Clothes should be laundered to a reasonable standard. Hair should be clean, combed and neat. Fingernails should neat and clean. False nails are not appropriate for clinical employees due to health and safety standards.

Employees should be respectful of others and minimise strong body odour, perfumes and colognes when attending the workplace.

All matters relating to personal hygiene will be handled sympathetically and discreetly.

## RELATED POLICIES AND PROCEDURES

Employees are encouraged to read this policy in conjunction with other relevant Pro Health Care policies, including:

- Code of Conduct;
- Value & Ethos.

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