



## Dress Policy

### 1. Purpose

- 1.1 The purpose of this Dress Policy (Policy) is to describe the standard of dress expected by Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') in the workplace. RS 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

- 2.1 This Policy will commence from 01 December 2022. It replaces all other dress policies (whether written or not).

### 3. Application of the Policy

- 3.1 This Policy applies to employees and contractors (including temporary contractors) of RS, 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 & PPE

- 4.1 RS is required to remove any reasonably foreseeable risk to workplace health and safety. If RS considers that a particular item of clothing or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, RS may take whatever action it considers necessary to satisfactorily address the situation. Action may include directing the workplace participant to remove the particular item of clothing or jewellery whilst in the workplace. If it is not practicable to remove the particular item, RS may direct the workplace participant to leave the workplace. A workplace participant is required to comply with any such direction.
- 4.2 Due to the company working in the building and construction industry it is important that all staff attending site or working in the 'yard' are equip with the appropriate PPE. This includes but is not limited to, hi-vis shirts, steel cap boots, hard hats (as required on site) & gloves. Employees are responsible for providing their own steel cap boots. Hi-vis shirts will be provided after the completion of an employee's 4 week probation period.
- 4.3 It is important that staff maintain their PPE and inform their manager if there are any issues regarding the PPE. Please refer to the Personal Protective Equipment and Clothing Policy.



## 5. Acceptable attire

### 5.1 Acceptable attire at RS is as follows:

#### Men

- Shorts/ pants/ jeans
- T shirts
- Footwear
- Hi-vis clothing & PPE

#### Women

- Pants/Dresses/skirts
- T-shirts/singlets
- Footwear
- Hi-vis clothing & PPE

5.2 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 as to whether an item of clothing poses a foreseeable hazard, the workplace participant should ask his/her manager or supervisor for clarification.

## 6. Unacceptable attire

6.1 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 being permitted to resume work.

- Offensive/damaged clothing
- Crop tops
- Strapless tops
- Thongs
- Non-Hi-vis clothing (for workplace participants working in the yard/on construction sites)
- Non-steel cap shoes (for workplace participants working in the yard/on construction sites)

## 7. Jewellery

7.1 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 have the potential to become entangled in machinery and therefore pose a risk to health and safety.

## 8. Uniform

- 8.1 Any staff member supplied with a uniform is required to wear it whilst on duty and to take responsibility for its maintenance.
- 8.2 Uniforms can be exchanged new for old as deemed appropriate. This includes office polos, hi-vis shirts, caps, hats, jumpers & gloves. Uniforms should be returned to the office on termination of employment.

## 9. Casual days

- 9.1 When a 'casual' day is held, it is expected that employees will dress in 'smart casual' clothing.
- 9.2 If it is found that workplace participants are abusing the privilege of 'casual' days then management may, at their discretion, decide to withdraw the privilege.

## 10. Breach of this Policy

- 10.1 Any breaches of this Policy by an employee may result in RS taking disciplinary action, against that person.
- 10.2 Any breaches of this Policy by a contractor may result in RS terminating the contract for services.

## Variations

*RS reserves the right to vary, replace or terminate this Code from time to time.*

*All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.*

Signed  .....

Dated 28/10/2022 .....

Residential Scaffold Australia & RoofSafe Solutions