

	<h1>Uniform Policy</h1>	<b>FEBRUARY 2019</b>
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Policy Version	Uniform Policy
Last Updated	8 February 2019
Policy Owner	Human Resources

## Purpose

The purpose of this policy is to establish consistent, reasonable and transparent guidelines that set the standard for our workplace dress code. This will ensure that all employees understand what they are required to wear in the workplace.

## Scope

This policy is for all WridgWays employees, including contractors and sub-contractors, when they are required to do work for WridgWays, or will be representing WridgWays in public. Those covered by this policy are referred to as 'employees' hereafter.

## Uniform Cleaning

Employees are expected to ensure that uniforms are taken care of to the best of their abilities. Uniforms are to be laundered weekly by the employee.

## Dress Code Standards

High visibility clothing or vests, and closed toe shoes must be worn at all times in WridgWays warehouses by all employees as a minimum safety standard.

### Operations (On-Road)

Employees must wear uniform items with black shorts or pants (no branding) which are to be provided by the employee. Operations employees must wear non-slip shoes that are in good condition with sufficient grip, and must maintain good personal hygiene at all times. Clothing must be clean and presentable, and underwear not visible in any way.

### Office Based Employees

Office based employees are expected to dress in smart business casual. If not wearing the WridgWays uniform then all office employees must ensure they are dressed neatly and look presentable at all times. If they are required to enter the warehouse, all office employees must wear a high visibility safety vest and closed toe shoes.

## Dress Code

- Avoid offensive or racist slogans on clothing
- Ensure skirts & dresses are at a suitable length
- Maintain good personal hygiene at all times
- Clothing must be clean and presentable
- Shoes must be worn at all times
- Make sure underwear is not visible in any way
- Thongs are not to be worn at any time

## Dress Code (Casual Day)

On Casual Dress Down day, employees are still required to maintain a level of smart casual. Fitness clothing and beach attire would be considered not suitable.

## **Supply and Purchasing**

Employees will be provided with uniform as outlined below upon commencement of employment.

<b>Position</b>	<b>Employment Status</b>	<b>Uniform Type</b>	<b>Quantity</b>
Removalists / Warehouse	Full Time	Hi-Vis Light Weight Polo	3
Removalists / Warehouse	PT & CAS (Long Term)	Hi-Vis Light Weight Polo	2 to 3 – Based on Working Hours
Removalists	Contractors	Hi-Vis Light Weight Polo	As per contract Agreement (Negotiable)
Removalists	Short Term Casuals	Basic Hi-Vis Polo	2
External Consumer Sales Consultants	Full Time & PT	Wridgways Business Shirt (Long)	1
External Consumer Sales Consultants	Full Time & PT	Wridgways Business Shirt (Short)	1
Corporate Client Managers & Business Development Managers	Full Time & PT	Wridgways Business Shirt (Long)	1
Corporate Client Managers & Business Development Managers	Full Time & PT	Wridgways Business Shirt (Short)	1
Other / Including Managers	Operations	Hi-Vis Light Weight Polo	Variable
Other / Including Managers	Office Based	Wridgways Business Shirt	Variable

Please note: Additional uniform items can be purchased by employees at their request, and new uniform items will be provided every 2 years of employment or at managers discretion.

## Acknowledgement

### Employees

I understand that this uniform must be returned to WridgWays at the end of my employment. If the uniform is not returned, uniform costs may be deducted from my final pay.

### Contractors

I understand that uniforms must be returned to WridgWays upon cessation of my contract agreement, and that WridgWays may invoice me for the costs of uniform items not returned to the business.

### **WRIDGWAYS UNIFORM POLICY AGREEMENT**

I, \_\_\_\_\_, hereby acknowledge that I have read and understand the conditions set out above, and I will, at all times comply with the stipulated requirements.

Signature \_\_\_\_\_

Date \_\_\_\_\_