

## Dress Code Policy

### 1. Purpose

Inala Community House (ICH) is committed to providing professional services to clients. A worker's appearance can have a direct impact upon how the organisation is perceived by others, creating either a positive or negative impression. All workers should understand that a professional appearance matters when representing ICH.

All workers are expected to dress appropriately and in a way which creates a positive impression of the organisation.

This policy seeks to provide guidance regarding clear and consistent standards of appropriate dress.

### 2. Scope

This policy applies to all employees, Board members, volunteers, students, trainees and contractors. For the purposes of this policy, these persons shall be referred to as workers.

### 3. Policy

ICH aims to promote professionalism both in the work performed and, in the image presented by workers.

A person's image and how they dress is a representation of the organisation and of themselves as a worker. A worker's appearance can either reinforce or diminish their professional skills and qualities in the eyes of clients, stakeholders and the broader community.

By upholding a consistent and appropriate dress code, workers:

- Communicate a professional image to clients and other stakeholders
- Promote consistent standards within the organisation
- Uphold the reputation of ICH

For these reasons, workers must be neat and presentable in their appearance and dress. This includes hair and facial hair which must be neatly groomed and presentable.

ICH expects all workers to dress in a smart casual or business casual manner.

This Dress Code cannot address every situation so all workers must make considered judgements about appropriate dress (ensuring that it is suitable for the work being performed). If a worker is unsure, they can speak with their Manager or Team Leader.

As a guide:

- All clothes must project a professional image
- Clothes must be suitable for the work which is being performed
- All clothes must be clean and in good condition

Safety should also be a consideration in determining appropriate dress. Some examples include:

- Closed in and sturdy shoes should be worn when visiting areas where the environment may be a hazard
- Wearing clothes (including a hat) which protect against the sun
- Removing dangling earrings when interacting with young children
- Removing expensive jewellery when visiting clients

The dress code may change based on special circumstances. For example, smart business attire may be required for formal meetings or events.

Some examples of inappropriate clothes include those which:

- Are too revealing or inappropriate (such as those with offensive/inappropriate designs)
- Have rips, tears or holes
- Are too casual (such as workout clothes)

Workers who have offensive or inappropriate tattoos may be asked to cover them.

Workers who have piercings such as nose rings may be asked to remove the jewellery. Discreet studs may be permitted by the Manager or Team Leader.

It is recommended that some workers (particularly those who work in people's homes) to have an additional set of clothes available.

A persons' appearance or dress can be an important part of an individuals' identity. This policy does not discriminate persons based on their:

- Age
- Disability
- Race
- Religious belief or activity
- Gender
- Pregnancy

#### 4.4 Responsibilities

Workers who are unsuitably dressed for work may either be reminded of appropriate clothing in the future or be sent home to change before returning to work.

Repeated violations of this policy may result in disciplinary action up to and including, termination.

## 5. Review

This policy shall be reviewed every 3 years.

This policy remains in effect unless otherwise determined by resolution of the Board of Directors.

## 6. Related Documents

### **Policies**

ICH Code of Conduct Policy