**DRESS CODE POLICY**

This template policy will assist member businesses develop their own workplace policy. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy and we recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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# DRESS CODE POLICY

Date of issue:

Policy Approved by:

Contact person:

## 1 PURPOSE

The purpose of this policy is to establish guidelines for employees’ dress and appearance.

## 2 APPLICATION

This policy applies to all employees of **[INSERT COMPANY NAME]** during working hours.

## 3 POLICY

The following dress code applies to all employees:

* A moderate number and type of earrings are acceptable;
* Employees are not to wear any facial ornaments or show any body piercing or tattoos which are likely to disturb or cause offence to our members, customers or clients; and
* Employees are required to maintain an appropriate haircut and level of personal hygiene.
* All employees are required to wear suitable office attire and maintain an appropriate tidy and professional appearance in the workplace.
	+ **Suitable office attire** includes standard business style garments which may include tailored suits, dress pants, skirts or dresses and smart shirts, cardigans, vests or tops. Clean dress or leather footwear should be worn.
	+ Examples of **unsuitable office attire** include denim, t-shirts, trainers, casual jumpers, sweaters, pants and shorts, and ripped, torn or excessively sheer or revealing garments.

## 4 EQUAL OPPORTUNITY CONSIDERATIONS

In applying this policy, **[INSERT COMPANY NAME]** will have regard to Equal Opportunity legislation.

**[INSERT COMPANY NAME]** will not discriminate against an employee on the basis of the following attributes: age, disability, race, physical features, religious belief or activity, sex and pregnancy.

Physical features or bodily characteristics do not cover aspects of a person’s appearance over which the person has control or which were voluntarily acquired.

## 5 POLICY REVIEW

**[INSERT COMPANY NAME]** may make changes to this policy from time to time to improve the effectiveness of its operation.

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

## I acknowledge:

##  I have received, read and understood the policy

##  I am required to comply with the policy; and

## There may be disciplinary consequences if I fail to comply, up to and including the termination of my employment.

Name: Signature:

Date: