

Dress Code Policy

Policy overview

This policy is in place to formalise both the standard of dress and an appropriate dress code that supports a coordinated approach to the K1 Payroll Pty Ltd's professional image.

What do I need to do?

You need to carefully read through the Dress Code Policy to make yourself familiar with the contents of the policy and the Company guidelines. As with all Company policies, employees are expected to adhere to the Dress Code Policy. Failure to comply with the policy may lead to disciplinary action, which may lead to termination of employment.

Policy and further information

To the extent that the contents of the Dress Code Policy refers to obligations on K1 Payroll Pty Ltd, they are guidelines for management or summaries of applicable legislative requirements only and are not contractual terms, conditions or representations on which a staff member may rely.

Your Manager is available to assist with any queries you may have relating to the policy.

Dress Code Policy

Purpose and scope

This policy applies to all employees and includes casual and temporary workers who may be employed at K1 Payroll Pty Ltd's premises from time to time.

General dress standards

Employees are expected to exercise common-sense in their choice of clothing and general appearance in order to project a professional image to clients and an image that is unlikely to cause offence.

Staff are expected at all times to present a professional image to colleagues, parents and the public in line with K1 Payroll Pty Ltd's culture and values. Educators are to wear K1 Payroll Pty Ltd identification at all times.

All staff must model appropriate behaviour and Sun Smart practices. Therefore, staff must wear a wide brimmed hat and a shirt which covers shoulders and neck when outdoors. Staff must also apply sunscreen for when they are outdoors.

As a guide, staff must ensure:

- Hair is tidy;
- Clothing is in good repair;
- Clothing and accessories are appropriate, meet the job requirements and project a professional image;
- Clothing does not contain messages or images that are likely to offend;
- Safe footwear provides support and appropriate grip;
- Jewellery and body piercing do not pose a health and safety risk; and
- Externally visible body piercings are to be limited, except for religious or cultural requirements.

Uniforms and other specific dress requirements

Where employees have been provided with a uniform, they are expected to wear that uniform at all times during work hours and when representing K1 Payroll Pty Ltd. Employees are required to maintain their uniforms in good condition and repair.

We may provide additional specific direction for individuals or groups of individuals as we deem necessary to maintain K1 Payroll Pty Ltd's professional image and the health and safety of the workplace and all employees. Any such directions will be discrete and may be provided in writing or verbally from management.

At the cessation of your employment, you must return any uniform provided to you by K1 Payroll Pty Ltd. Failure to return your uniform may result in the cost of the items being deducted from any monies outstanding to you upon termination.

Employees should consider the appropriateness of their attire at all times in the context of health and safety and ensure that all items of clothing and jewellery are secure on their person if they are likely to be around any machinery or contaminable products.

Specific clothing precautions must be maintained according to procedures for food preparation.

Any employee who does not meet the standards of this policy will be required to take corrective action.