

SCHWARZ

# Family Practice

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## Dress Policy

This Dress Policy applies to all Employees of the business.

The objective of the policy is to ensure appropriate attire and appearance in the workplace.

The requirement is for all staff to comply with the Dress Policy.

Procedures (not required)

## Purpose

The purpose of this Dress Policy is to establish guidelines for appropriate attire and appearance for employees at Schwarz Family Practice. This policy aims to promote a professional image, ensure the safety of employees, and create a respectful and inclusive workplace environment that aligns with our company's values and culture.

## Objective

The objectives of this Dress Policy are:

- To encourage employees to maintain a professional appearance that reflects positively on the company and its brand.
- To ensure that employees dress in a manner that is safe, comfortable, and suitable for their job role and work environment.
- To create a respectful and inclusive work environment by considering cultural, religious, and personal preferences.
- To provide clear guidance on acceptable and unacceptable attire for employees.

## Policy Requirements

All employees are required to adhere to the following dress code requirements:

- 1. General Guidelines:**
  - a. Clothing should be clean, well-maintained, and fit appropriately.
  - b. Clothing should not be excessively revealing, provocative, or offensive.
  - c. Clothing with explicit or controversial text, images, or logos is prohibited.
  - d. Personal hygiene and grooming should be maintained at an acceptable level.
- 2. Business Attire:**
  - a. For office-based roles, employees are required to wear smart attire such as collared shirts, blouses, tailored trousers (jeans with no rips are acceptable), skirts or dresses, and closed-toe shoes.
- 3. Warehouse Attire:**
  - a. **Safety Gear:** Safety should be a top priority in a warehouse setting. Employees are required to wear personal protective equipment (PPE) including steel-toe boots, and high-visibility vests. These items help protect against potential hazards, such as falling objects, impacts, or accidents involving heavy machinery.
  - b. **Clothing:** The clothing requirements in the warehouse should be comfortable and practical attire. Hi-visibility shirts, jackets, and pants/jeans (not ripped).
  - c. **Footwear:** Sturdy and closed-toe footwear is essential in the warehouse.
  - d. **Jewellery and Accessories:** Wearing jewellery or accessories that may pose a safety risk should not be worn in the warehouse. Rings, necklaces, bracelets, or earrings that can get caught in machinery should be removed or kept to a minimum.

- e. **Hygiene:** Maintaining good personal hygiene is important in any workplace. This includes regular washing of hands, neatly trimmed nails, and maintaining overall cleanliness in appearance.
- 4. Uniforms and Personal Protective Equipment (PPE):**
- a. Employees in roles requiring uniforms or PPE should wear the provided attire in accordance with company standards and safety regulations.
  - b. Uniforms should be clean, well-maintained, and worn as intended.
- 5. Special Considerations:**
- a. Schwarz Family Practice acknowledges the importance of religious, cultural, and personal preferences in dressing and will make reasonable accommodations whenever possible.
  - b. Employees who require special considerations should discuss their needs with their supervisor or Human Resources.

Employees who do not comply with this Dress Policy may be subject to corrective action, up to and including termination of employment. If you are unsure about the appropriateness of your attire, please consult with your supervisor or Human Resources for clarification.

The Practice Manager is responsible for communicating the Dress Policy to all persons working for or on behalf of the organisation and making it available to interested parties.