

Dress Code, Grooming and Hygiene Policy of Marcoola Surf Club

1. Purpose and Application

- 1.1 The Marcoola Surf Club 'the club' is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. The club requires all employees to present themselves in a professional manner, with respect to clothing, personal hygiene and appearance. These standards commensurate with our organisational practices of appropriate business conduct and professionalism.
- 1.2 This policy aims to fulfil such a commitment by providing clarity about dress code, grooming and hygiene standards.

2. Scope

- 2.1 The Dress Code, Grooming and Hygiene Policy applies to all employees, including full time, part time, fixed term and casual employees of the Club.
- 2.2 The Dress Code, Grooming and Hygiene Policy also applies to all persons who work at the direction of, or on behalf of the Club, at the club premises including agents, contractors, subcontractors, consultants, volunteers, temporary staff, commission workers and persons on work experience placements.
- 2.3 This policy will be made available via <https://www.marcoolasurfclub.com.au/staff-portal/>.

3. Uniforms

- 3.1 The club may require employees to wear a uniform. Upon commencing employment, the club may require the employee to sign a receipt for item/s of uniform and property. This receipt will list the item/s of uniform and property and the value of them.
- 3.2 If, when an employee ceases employment, the employee does not return the item/s of uniform and property (or any of them) in accordance with the receipt, the club will be entitled to deduct the value as stated on the receipt from the employee's wages.
- 3.3 The following apply for employees required to wear a uniform:
 - a) The employee is responsible for ensuring their uniform is kept clean and presentable.
 - b) In the case of genuine wear and tear, damage, loss or theft that is not the employee's fault, the employee may be entitled to a replacement uniform.
 - c) If the employee is found at fault of any damage, loss or theft, the employee will be responsible for replacing the uniform.
- 3.4 The uniform when worn must be clean and ironed upon commencing work.
- 3.5 Name badges should be worn at all times.
- 3.6 Footwear must cover the feet, have non-slip soles and be in good repair.
- 3.7 Any employee who fails to wear the required uniform when presenting for duty shall be sent home to change and casual employees may not receive payment for the time they are not at work.

4. Wearing of Uniform Out of Hours

- 4.1 Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work.
- 4.2 Employees must understand that when wearing the uniform, they are recognised as representing the club.

5. Employees Not Required to Wear Uniforms

- 5.1 Employees who are not required to wear uniforms must present for work in a professional manner and be suitably attired for their work activities. The standard for all employees is smart business dress.
- 5.2 Smart business dress for work may include, tailored trousers, tailored skirts, collared business shirts, tailored shorts, tailored jackets, dresses, blouses and smart/business shoes.
- 5.3 Inappropriate workwear would include; low cut or sheer tops that expose the midriff, shorts that expose the buttocks, thongs, bare feet, singlets, faded jeans, frayed jeans, board shorts or other items of clothing deemed unsuitable by an appropriate officer.

6. Acceptable Standards of Appearance and Grooming

- 6.1 The club permits employees to display tattoos at the workplace within the following guidelines. Factors that management will consider whether tattoos may pose a conflict with the employee's job or work environment include:
 - a. Whether the employee is customer-facing.
 - b. Productivity or performance expectations.
 - c. Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic or other characteristics or attributes of a sensitive or legally protected nature.
 - d. Corporate or societal norms.
 - e. Customer complaints.
- 6.2 Reasonable accommodations will be made for employees who have tattoos, body piercings, clothing or jewellery that is of cultural, religious, racial or ethnic significance. If you require such accommodations, please discuss with your direct Supervisor.
- 6.3 An employee's hair should be neat and tidy and kept in a clean condition. Employees with long hair may be required to tie it back or wear a hair net at the request of an appropriate officer. Facial hair must be neatly trimmed and well kept.
- 6.4 Nail polish is not to be worn in the kitchen or other areas of the Club where food is prepared or sold. Employees in all other areas of the club must only wear neutral coloured nail polish.
- 6.5 Jewellery must be kept to a minimum, the following items are permitted:
 - One pair of earrings that are business appropriate (no dangling or large hoop earrings)
 - One ring per hand, with the exception of wedding bands
 - One simple necklace in gold or silver

- One watch.

All piercings other than the two earrings must be covered, removed or replaced with a clear stud. Small studs are appropriate.

- 6.6 Jewellery and other accessories worn in accordance with this policy must not interfere with safe operation of equipment or create a safety hazard to self or others.

7. Acceptable Standards of Hygiene

- 7.1 Employees are expected to establish hygiene requirements which ensure that employees are presenting themselves to our patrons appropriately and that the employer is being properly and professionally represented as an organisation. The following hygiene requirements are applicable to all employees:

- Maintain personal cleanliness by bathing regularly.
- Oral hygiene (brushing of teeth) required.
- Use deodorant/antiperspirant to minimise body odours.
- No heavily scented perfumes, colognes or lotions. These can cause allergic reactions, migraines and respiratory difficulty for other employees and guests.
- Clean and trimmed fingernails.

- 7.2 Where problems are identified in working arrangements or facilities or with the health and safety of the individual, these must be reported to a responsible person immediately.

- 7.3 All matters relating to personal hygiene will be handled sympathetically and discreetly.

8. Breach of this Policy

- 8.1 Any staff member who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises to change clothing.

- 8.2 If for any reason outside of the employees' control they are not able to meet the dress code, grooming or hygiene standards as set out in this policy, they are to discuss the matter with their Supervisor as soon as practicable.

- 8.3 If a staff member repeatedly fails to comply with the attire or grooming standards, the staff member may be subject to disciplinary action, including but not limited to termination.

Last reviewed: Jun 2022