

DRESS CODE AND PRESENTATION STANDARDS

POLICY STATEMENT:

HR Staff n Stuff strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed.

HR Staff n Stuff also wishes at all times to present to our clients, suppliers and the community in a neat, tidy and professional manner. First impressions can be lasting and are an important part of our success as a business.

HR Staff n Stuff will determine and enforce guidelines for workplace-appropriate attire and grooming. HR Staff n Stuff also exercises the right to implement guidelines which may limit natural or artificial scents that could be distracting or annoying to others.

HR Staff n Stuff emphasises that the appearance of all employees while working for HR Staff n Stuff is a direct reflection of the business therefore, all employees should present in line with this policy and look professional and presentable at all times. Individual behaviour should be professional and appropriate when representing the business (in the office, clients and offsite meetings or events).

Employees are expected to fully adhere to the dress standards documented in this policy.

PROCEDURES:

1. Guidelines

- a. All employees are expected to adopt high standards in regards to personal hygiene and personal presentation on a daily basis, this includes but is not limited to: showering daily, wearing deodorant and perfume/aftershave, styling hair and facial hair appropriately along with general professional grooming standards.
- b. All employees are required to wear a clean and ironed smart casual business attire. Shoes are to be polished; shirts are to be tucked in to avoid a 'scruffy' appearance.
- c. Body piercings, tattoos and jewelry should be discreet. It is the preference of HR Staff n Stuff that visible body piercings, with the exception of earrings are not worn on at work. It is expected that where necessary tattoos are kept covered. This will be determined on a case-by-case basis, depending on the client's needs and this will be determined by the Director.
- d. All employees must adhere to the Smoking Policy.

- e. HR Staff n Stuff emphasises the appearance of all staff while visiting clients and suppliers and when working on site is a direct reflection of the business, and as such, all employees engaging in these activities should be dressed neatly and professionally and their behavior should be appropriate in representing the business.

2. Special Circumstances

- a. Certain employees may be required to meet special dress, grooming and hygiene standards, such as wearing protective clothing, depending on the nature of their job. Protective clothing may be required for certain clients. Employees should always follow the requirements of any dress code required by the client.
- b. At the discretion of the Director, in special circumstances, such as during unusually hot or cold weather, during special occasions or if you are working from the office, employees may be permitted to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted. It is expected if you are in your casual attire that you have a suitable change of clothes in your car if the need arises for you to visit a client.

3. Appropriate Workplace Wear

HR Staff n Stuff welcomes their employees to incorporate their individual styles while complying with the following:

- Will what I wear adhere to the image HR Staff n Stuff is aspiring to represent?
- Will what I wear observe the culture of HR Staff n Stuff?
- Will what I wear match the environment I will be working in? (office, site, client facing, back of house)
- Will what I wear complement the standard of professionalism HR Staff n Stuff portrays?

4. Appropriate Workplace Presentation

Presentation is not only limited to your personal appearance. It is important that we maintain professional presentation in the office with our workstations to ensure we instil confidence in our clients and suppliers that visit the office and to ensure that all employees are working in a pleasant and professional environment.

All employees are responsible for their own workstations by:

- ensuring paperwork kept to a minimum on your desk. Only the documents you are working with at the time need to be out, and the rest should be placed in your desk drawers or locate space in the communal cupboards.
- not eating at your desk. There is a kitchenette with suitable seating to access for your lunch and breaks when needed
- ensuring when leaving the office your desk is back to standard for any of the HR Staff n Stuff team to use if needed

5. Reasonable accommodation of religious beliefs

- a. HR Staff n Stuff recognises the importance of individually held religious beliefs to persons within its workforce. HR Staff n Stuff will reasonably accommodate an employees' religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship for the business or other employees. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for employees. Those requesting a workplace attire accommodation based on religious beliefs should speak with the Director in the first instance.

6. Addressing business wear and hygiene problems

- a. Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If an employee comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groom, and return to work.
- b. If an employee's poor hygiene or use of too much perfume/cologne is an issue, the manager or Director will discuss the problem with the employee in private and will point out the specific areas to be corrected.