

Personal Appearance

Purpose

This policy communicates the Company's expectations for employees to maintain an acceptable professional personal appearance at work.

General

The Company expects all employees to present themselves in dress and appearance which reflects the Company's professional approach, i.e. clean, tidy and smart in clothes without tears or rips.

All employees irrespective are expected to dress in a business-like manner maintain high standards of personal hygiene.

If any employee is unsure of what is an acceptable professional appearance at work then they should seek guidance from their Manager in the first instance.

Any employee who fails to maintain an acceptable professional appearance at work may be subject to disciplinary action.