



Dress Code Policy

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| QA2 | 2.1.2 | Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented. |
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| QA4 | 4.2.2 | Professional standards - Professional standards guide practice, interactions and relationships. |
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National Regulations

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| Regs | 77 | Health, hygiene and safe food practices |
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Aim

All employees present a professional appearance which reflects the quality of education and care we provide.

Related Policies

Health Hygiene and Safe Food Policy

Implementation

Employee appearance contributes to the service reputation as a professional business providing high quality education and care. All employees must present a professional image with high standards of personal hygiene and grooming. Clothing must neat, clean and in good repair, and of a standard acceptable to the Approved Provider and Nominated Supervisor. All clothing should adhere to Chabad Ethos namely, elbows, knees and necklines covered and stockings worn, covering the legs. Hair and fingernails must be neat and tidy. Fingernails should be kept short enough so educators and staff do not unintentionally scratch children, and there are no adverse hygiene issues. Where

acceptable finger nail length is disputed, employees must comply with the views of the Approved Provider or Nominated Supervisor.

Employees will ensure they comply with service policies and Government recommendations on relevant matters including sun safety, and work, health and safety, and will for example wear:

- sun safe hats when outside in high UV periods
- sun safe clothing which covers as much of the skin as possible when outside
- safe, secure footwear and not thongs or backless shoes.

The Approved Provider or Nominated Supervisor may direct that certain items of clothing do not meet an acceptable standard of professional attire

Jewellery, makeup, perfume and cologne will be in good taste, with limited body piercing. Employees will limit the use of these substances if any other employees are allergic to the chemicals in the products.

If unsure whether clothing is appropriate, employees should check with the Nominated Supervisor before wearing the item.

Breach of Dress Code

Employees who do not meet a professional standard may be sent home to change. The Nominated Supervisor has the discretion to pay permanent employees for the time they are absent. He or she will consider the number of previous breaches of the policy. Casual employees will not be paid for this time.

Persistent breaches of the policy may be subject to a disciplinary or performance review where the Approved Provider or Nominated Supervisor will:

- discuss the standard of dress required, give the employee an opportunity to respond, and provide a clear written statement outlining the reason/s for the disciplinary review and outcome
- file records of interviews and outcomes on the employee's file and store securely.

Outcomes will take into consideration whether:

- the dress code is reasonable
- the manager/employee's clothing impacted the safety and welfare of other employees, families and children
- the clothing contravened service policies or Government guidelines
- this is a first offence

- the employee has been given a reasonable opportunity to adhere to the dress code.

Outcomes may include termination of employment.

Sources

Education and Care Services National Law and Regulations
National Quality Standard

Review

The policy will be reviewed annually by the Approved Provider, Supervisors, Employees, Families and any committee members.

- **Last reviewed: 01-06-2023** **Date for next review: 01-06-2024**