



Australian Government

Australian Technical College - Spencer Gulf & Outback

DRESS CODE

1. POLICY

The Australian Technical College – Spencer Gulf & Outback's goal is to portray a professional educational institution, delivering quality graduating apprentices to employers in the selected industry areas targeted by the College.

All employees are ambassadors for the College. The College therefore expects employees to manifest a professional image by maintaining neat and clean standards of grooming and attire at all times.

It is Australian Technical College – Spencer Gulf & Outback's policy to establish guidelines for grooming and attire to ensure a standard of presentation consistent with the corporate image of the College.

2. GUIDELINES

2.1 This policy applies at all employees.

2.2 All employees are expected to maintain a clean appearance and neat professional attire at all times during working hours.

2.3 Supervisors or managers are responsible for ensuring employees understand this code and for enforcing it in their areas. Supervisors or managers are to exercise discretion when interpretation of any aspect of this policy is required.

2.4 The Australian Technical College – Spencer Gulf & Outback endeavours to promote a professional but relaxed corporate image. Except where specific dress codes for employees may be prescribed from time to time, employees have the discretion to report to work in clothing of their choosing in accordance with the following guidelines:

- Professional attire is required - tailored trousers or skirts, shirts, jackets and blouses. Shoes are to be clean, polished and in good condition.

- Appropriate clothing, conforming to Occupational Health, Safety and Welfare standards, is expected to be worn when working in a workshop environment.
- Clothing which is unsafe, distracting or inappropriately revealing or casual is not permitted. Denim jeans, sportswear (tracksuits etc), sleeveless tops or singlets, thongs, sport shoes or casual sandals are included in the range of garments employees may not wear to work.
- All attire is to be in good condition. Worn or wearing attire, such as falling hems, split seams or frayed edges is not permitted. Attire is to be clean and well pressed or ironed.

2.5 The Australian Technical College – Spencer Gulf & Outback expects a good standard of personal hygiene to be maintained by employees. The following are guidelines:

- Hair is to be neat and clean. Extreme hair styles (such as dreadlocks, spikes or flagrant/unusual colour) are not permitted.
- Men are expected to be clean shaven or to maintain neat trimmed beards or moustaches. Women are expected to be moderate in their use of makeup and nail polish.
- Personal cleanliness and hygiene are expected, including neat clean fingernails.

2.6 An employee reporting to work in attire not to the standards established by this code will be referred to the requirements of this policy and asked not to wear the item again. In some cases, it may be necessary to require the employee to go home and change.

2.7 Wilful or repeated violations of the attire and appearance code may be subject to disciplinary action.

3. STAFF UNIFORMS

3.1 Staff are strongly encouraged to wear a uniform to work and clothing is available for staff who wish to wear corporate attire.

3.2 A range of uniform items are available to purchase directly from the college. Please see administration staff for details.

3.3 A credit of \$200 has been allocated for all staff to assist in the purchase of corporate College attire.

3.4 Additional purchase of corporate College attire is up to the individual and is a tax allowable deduction.

Signed:

Danni Judd

Date ratified: June 2007

Date to be Reviewed: October 2008