

DOB ENTERPRISES PTY LTD

DOB Uniform Policy
IMS-505-00-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
14.02.19	0	Sunette Opperman	Creation	S Rupert	S Rupert



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DOB Uniform Policy

PURPOSE

The purpose of this Policy is to describe the standard of dress expected by DOB Enterprises Pty Ltd ('DOB') in the workplace.

DOB Enterprises Pty. Ltd. requires that all staff wear a standard of dress appropriate to the circumstances and environment in which work is performed. Importantly, attire should not be provocative, offensive, or likely to give rise to health and safety risks in the workplace.

APPLICATION OF THE POLICY

This Policy applies to employees and contractors (including temporary contractors) of DOB, collectively referred to in this Policy as 'workplace participants'. This Policy does not form part of any employee's contract of employment, nor does it form part of any other workplace participant's contract for service.

HEALTH AND SAFETY

DOB is required to remove any reasonably foreseeable risk to workplace health and safety. If DOB considers that a particular item of clothing or jewellery constitutes a foreseeable hazard, having the potential to harm health or safety, DOB may take reasonable action it considers necessary to satisfactorily address the situation.

Actions may include directing the workplace participant to remove the particular item of clothing or jewellery whilst in the workplace. If it is not practicable to remove the item, DOB may direct the workplace participant to leave the workplace. A workplace participant is required to comply with any such direction.

ACCEPTABLE ATTIRE

Acceptable attire at DOB is as follows:

Office Staff:

- Smart Casual Business Attire
- If a uniform has been provided, this should be worn as directed.
- Court Shoes, professional flat shoes or sandals with heel strap for ladies and an enclosed shoe for men



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Nursing Staff:

- Uniform provided
- Covered non slip shoe

Traffic Control:

- Long Sleeve High-Vis shirt (Provided)
- Navy Long Trouser
- Enclosed Work boot
- PPE as provided

Labour Hire:

- Long sleeve high-vis shirt (provided)
- Long pants
- Enclosed steel cap boots
- Safety goggles, hard hat, gloves, and ear protection as provided.

UNACCEPTABLE ATTIRE

The following is a guide to attire that is unacceptable in the workplace. It is not an exhaustive list. A workplace participant that presents for work wearing unacceptable attire may be directed to go home and change before being permitted to resume work. Employees must not wear revealing clothes that may be construed as suggestive and/or offensive.

Office Staff:

- Thongs
- Board Shorts
- Skirts that are shorter than fingertip length or skirts with slits that end higher than fingertip length
- Spaghetti strap tank tops
- Exposed undergarments
- Running shoes
- Leisure wear
- Athletic wear
- Exposed midriffs



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- Blue jeans except on specific dress days
- Hats

Traffic Control:

- Thongs
- Sandals
- Shorts
- Sleeveless or short-sleeved shirts
- Running shoes

Labour Hire:

- Any shoes that are not steel cap work boots
- Shorts – can be accepted due to hot weather- approval from site supervisor and WHS manager required
- Sleeveless shirts– can be accepted due to hot weather- approval from site supervisor and WHS manager required

TATTOOS

Tattoos are to be covered up as far as practicable at all mbc premises or on hire locations. If the tattoo is deemed offensive, the workplace participant will be required to cover it.

JEWELLERY

Any item of jewellery that constitutes a foreseeable hazard having the potential to harm health or safety must not be worn in the workplace. Rings and chains or any other hanging pieces that may have the potential to become entangled in machinery or equipment and therefore pose a risk to health and safety.

HAIR

Hair should be worn in a neat and tidy fashion. If directed to do so by DOB, a workplace participant must tie back long hair.

BODY AND FACIAL PIERCING

Body and facial piercings may present the potential for harm to health or safety and/or interfere with the work carried out by a workplace participant. Management reserves the



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right to instruct an employee to remove piercings while at work. Pierced ear lobes may be acceptable if there is no potential for harm to health or safety as is one small discrete nose piercing in the side of the nose.

UNIFORM

Any staff member supplied with a uniform is required to wear it whilst on duty as directed and to take responsibility for its maintenance.

RELIGIOUS, CULTURAL, AND MEDICAL ACCOMODATION

Where a staff member is unable to comply with parts of this policy for religious, cultural, or medical reasons, they should make the company aware of this. The company will take all reasonable steps to work with the employee.

BREACH OF THIS POLICY

Any breaches of this Policy by an employee may result in DOB taking disciplinary action against that person.

Any breaches of this Policy by a contractor may result in DOB terminating a contract for services.

VARIATIONS

DOB reserves the right to vary, replace or terminate this policy from time to time



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