



Dress Code Policy

PURPOSE

The purpose of this policy is to provide guidelines regarding appropriate dress code standards expected of Tomax Transport employees for workplace health and safety reasons and to maintain an appropriate professional image. Tomax Transport has considered the *Equal Opportunity Act (1995)* and anti-discrimination legislation in the development of this policy.

SCOPE

This policy applies to all employees (full time, part time, casual, contracted) working for Tomax Transport.

POLICY STATEMENT

All employees will maintain a reasonable standard of dress and appearance appropriate to the nature of their employment. Due to the professional nature of our industry, all employees are to maintain a clean, neat and tidy appearance that is in line with the image of Tomax Transport. Attire should not be immodest, sexist or offensive to other employees, clients or cargo recipients.

Appropriate attire includes:

- Tomax Polo Shirts
- Polo shirts
- High-vis shirts
- Slacks
- Trousers
- Jeans
- Cardigans
- Blouses – if semi-sheer, appropriate underclothing must be worn i.e. camisole, tank top
- Work Shorts
- Jumpers
- Jackets

Inappropriate attire includes:

- Mini skirts
- Short shorts
- Overly tight or revealing attire
- Tube tops or dresses
- Sweat pants / tracksuit pants
- Offensive graphics or messages

Footwear

All footwear must be closed toe to make it safe for wearing during work. Inappropriate footwear such as thongs and sandals are not acceptable. Runners and other casual shoes are acceptable, but work boots are preferred.

RESPONSIBILITIES

Human Resources

The Admin Manager along with the Operations Manager are responsible for the implementation of this policy and ensuring that all staff comply with the policy.

Employees

All staff are expected to conduct themselves in a manner which show compliance to this policy and its purpose while undertaking their duties. Employees that need to be dressed other than what is stipulated in this policy, for medical or other reasons, should obtain prior approval from the Operations Manager.

Any employee that is wearing inappropriate attire will be approached by their supervisor and asked to make a more suitable choice of clothing/footwear/accessories in the future. Continued breaches of this dress code will be subject to Tomax Transport's disciplinary procedures.

REFERENCES

Legislation and Acts

- Equal Opportunity Act 2010
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Racial and Religious Tolerance Act 2001

Authorised By: HR Coordinator

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