



**TOMAX**  
L O G I S T I C S

*Providing safe & secure, end-to-end supply chain solutions since 1987*

## **Tomax Logistics Australia Dress Code Policy**

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**Reviewed: October 2024**

**Next Review: October 2026**

**Authorised: Group Human Resources & Compliance Manager**

### **PURPOSE**

The purpose of this policy is to detail appropriate dress code standards expected of Tomax Logistics employees for workplace health and safety reasons and to maintain an appropriate professional image. Tomax Logistics has considered the *Equal Opportunity Act (2010)* and anti-discrimination legislation in the development of this policy.

### **SCOPE**

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

### **POLICY STATEMENT**

All employees will maintain a reasonable standard of dress and appearance appropriate to the nature of their employment. The dress code standards have been reviewed and adjusted to smart casual, unless you are required to attend a client meeting offsite where business attire is expected. 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 Logistics. Attire should not be immodest, sexist or offensive to other employees, clients or visitors.

Appropriate business attire includes:

- Shirts
- Slacks
- Trousers
- Ties
- Blazers
- Suits
- Skirts
- Dresses
- Cardigans
- Blouses – if semi-sheer, appropriate underclothing must be worn i.e. camisole, tank top
- Tomax Logistics polo shirt
- Jumpers
- Vests
- Sports jacket

Inappropriate attire includes:

- Mini skirts (any length more than 20cm above the knee)
- Short shorts
- Overly tight or revealing attire
- Singlets
- Sweat pants
- Offensive graphics or messages

#### **Footwear**

All footwear must at a minimum have a strap across the heel to make it safe for wearing around the office. Inappropriate footwear such as thongs and sandals are not acceptable.

#### **Exemptions**

From time to time the CEO may approve the wearing of a particular style of clothing for the purpose of a special event such as Footy Day, Cultural Awareness Week, Boardies Day etc.

#### **RESPONSIBILITIES**

##### **Human Resources**

The Human Resources Department along with the Department Managers are responsible for the implementation of this policy and ensuring that all staff comply with the policy.

##### **Employees**

All staff are expected to dress in a manner that complies with 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 their 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 Logistics' disciplinary procedures.

#### **REFERENCES**

##### *Legislation and Acts*

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