



Office Dress Standards Policy

Responsible Officer	Chief Executive officer
---------------------	-------------------------

Objective

The objective of the Shire of Cocos (Keeling) Islands Office Dress Standards Policy is to establish and maintain a professional and positive public image of the Shire's employees and to ensure compliance with occupational health and safety standards and the Shire's code of conduct.

Scope

The requirements of this policy cover all employees of the Shire except for those employees that are required to wear personal protective equipment, clothing and safety footwear.

Policy

All Shire employees are expected to maintain a minimum standard of 'smart business dress' in accordance with the Shire's code of conduct.

Shire issued Polo shirts where issued must be worn at all times for ease of identification. Polo shirts should be clearly visible to the Shire's customers and members of the public.

Eligible permanent employees will be issued as a maximum:

- 5 polo shirts in a choice of short sleeve or long sleeve.

Shire issued polo shirts becoming unserviceable and exceeding their life expectancy will be replaced on a "fair wear and tear basis". The minimum life expectancy for shire issued polo shirts is 12 months.

Shoes must be worn at all times. Footwear should be neat, tidy and appropriate to the work environment. For example if an employee is working in an environment where they are lifting or moving items, they must wear closed in shoes. Joggers or trainers are acceptable footwear for non-public contact areas or areas where the nature of employment involves excessive physical work or hours of standing. From a health

and safety perspective, thongs and scuffs are not acceptable footwear under any circumstances.

It is compulsory for employees to wear personal protective equipment, clothing and safety footwear if they have been issued with it.

Employees are also expected to take pride in their appearance and pay attention to personal grooming.

Examples of general acceptable business attire are:

- Tailored skirt, dress, shorts (knee length or longer) or trousers
- Shire of Cocos Polo shirts

Examples of unacceptable business attire are:

- Torn, frayed or dirty clothing
- Shorts (unless knee length)
- Beach wear of any sort
- short skirts (shorter than knee length)
- Facial and body piercings including multiple ear piercings / jewellery unless for religious purposes or to honour cultural traditions, jewellery that could lead to an injury
- Thongs and scuffs

No office dress standard can cover all contingencies so employees must exert a certain amount of judgement in their choice of clothing to wear to work.

Where a supervisor or manager considers an employee to be unsuitably dressed for work, he or she may ask the employee not to wear the inappropriate item(s) to work again or ask the employee to leave work and return suitably attired. If the employee persistently wears inappropriate clothing to work, disciplinary action may be taken against the employee.

Definitions

Personal Protective Equipment and Clothing and safety footwear – any equipment, clothing and / or footwear issued by the Shire of Cocos (Keeling) Islands for health and safety purposes.

Relevant Legislation/Local Law

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations

Office Use Only

Relevant Delegations				
Council Adoption	Date	2/12/2015	Resolution #	10.4/A1
Reviewed/Modified	Date	30/8/2017	Resolution #	3008/05
Reviewed/Modified	Date		Resolution #	

