

UNIFORM POLICY

Title:	A1 Building Solutions Uniform Policy		
Ref:	POL-WHS-015	Date Effective:	21/09/2020
Version No.	001	Review Date:	21/09/2021

* Unless otherwise indicated, this policy will apply beyond the review date.

1. POLICY OBJECTIVE

The purpose of this policy is to outline A1 Building Solutions Pty Ltd requirements in relation to allocated uniform, dress code, personal appearance and OHS requirements on sites.

Employees and Contractors are required to display a professional image at all times when working for or on behalf of the Company. The wearing of any Company issued uniform is mandatory for contractors, field staff and workshop.

2. SCOPE

This policy applies to all Employees and Contractors of A1 Building Solutions Pty Ltd

3. DEFINITION

For the purposes of this policy the following definitions are outlined:

The Company - refers to A1 Building Solutions Pty Ltd

Contractor - refers to any person or entity engaged by the Company to perform duties on behalf of the company as a representative of the Company.

Employee - refers to any person directly employed by the Company on either Full Time, Part Time or Casual Basis.

4. COMPANY UNIFORM

The Company will provide contractors, field staff and workshop with the following items of clothing;

- Uniform will be provided once a year and once allocated it is mandatory that the uniform is worn when conducting work as an Employee or Contractor of the Company.
- Short sleeve logo shirts
- Long sleeve logo shirts and long pants – are to be worn on any work site under the supervision of Hunter Water and Housing project
- Hi Vis vest in all operational areas and car park
- Work Shorts / Pants
- Jacket / Jumper
- Hat

In addition to these, contractors, field staff, and workshop staff are required to wear Steel Capped boots when working on site and in the factories.

Unacceptable attire within the Employees and Contractor teams would include:

- Torn or ripped uniform,
- Competitor or other industry branded work shirts – unless Contractor wearing their own company branding,
- Tracksuits
- Any items of clothing displaying offensive or discriminatory messages and branding,
- Streetwear clothing – designer or other, and
- Sneakers, thongs, scuffs, slippers and any non-industrial approved footwear for personnel working on site.

5. CARE AND RESPONSIBILITY

All contractors, field staff and workshop that are provided with Company uniform are required to ensure that their uniform is clean and respectable when wearing it and representing the Company.

Should they need to be replacement due to wear then they are required to advise the administration team by completing a uniform requisition form.

The Company will issue uniform stores once a year any additional uniform requirements will need to be requested through management and costs for replacement may be incurred but the Employee or Contractor if they have failed to adequately maintain the uniform provided.

6. DRESS CODE FOR ADMINISTRATION

At this time, branded uniform is not provided for the administrative and sales/quoting team however a Dress Code/Standard has been implemented and is enforceable by the Company for any Employee engaged within these roles.

Suitable attire for the administration team would include:

- Corporate/business wear – tailored trousers, skirts with dress shirts and dresses
- Suitable business shoes are to be worn.
- Friday is excluded, which is casual attire.

The above is not exhaustive and Employees should exercise his or her discretion when determining whether an item of clothing is acceptable to be worn in the workplace however final say on acceptability is up to management.

Unacceptable attire for the administration environment would include:

- Mini Skirts and dresses,
- Slippers, scuffs, thongs and scruffy shoes,
- Torn or ripped clothing – including designer clothing,
- Tracksuits,
- Backless, halter neck and midriff bearing tops and singlets, and
- Leggings, non-tailored shorts and mini shorts.

7. PERSONAL GROOMING

A1 Building Solutions Pty Ltd NSW Pty Ltd have built a business based on Professionalism, superior service and respect for yourself and for others therefore personal grooming and appearance is very important for all Employees and Contractors.

It is expected that all Employees and Contractors will present for work in a neat and presentable fashion on a daily basis. This expectation includes:

- Personal Hygiene addressed and attended to daily,
- Neatly kept hair, with long hair being tied back when working on site and always neatly maintained,

- Make up to be of a nature that is consistent with working within an administration team,

8. NON-COMPLIANCE

Non-compliance by Employees or Contractors working on site could result in the Company receiving biff notifications and negative feedback from our contract site supervisors and private clients. This is unacceptable and any Employee or Contractor who fails to comply will be subject to disciplinary action that may include the termination of their employment contract or contractor agreement.

Failure to comply with the Dress Code within the administration team will similarly result in disciplinary action up to and including the termination of employment.

ACKNOWLEDGEMENT

I hereby acknowledge the Company Policy related to the uniform/dress code.

I confirm, I understand the content of this policy and its direct relation to my role within the Company.

I understand that my failure to comply with this policy may directly result in disciplinary action being taken or termination of my employment/ agreement with the Company.

Employee/Contractors Name: _____

Signature: _____

Date: _____