



**SITE SERVICES**  
HOLDINGS

# WORK ATTIRE POLICY & GUIDELINES

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## **1. PURPOSE**

This policy aims to give guidance to staff on the standards of dress and appearance, which Site Services Holdings expects its staff to adhere to, to ensure that all members of staff present a professional and collective image, whilst conducting Company business.

The Policy is not exhaustive in setting out acceptable and unacceptable standards of dress and appearance, and staff must use their judgement and common sense in deciding what is appropriate to wear when carrying out their duties and responsibilities. For the purposes of this policy 'Work Attire' is defined as clothing requirements designed to promote high standards and professional image.

## **2. SCOPE**

This policy applies to all Company Employees, Contractors and Sub-Contractors of Site Services Holdings, including permanent and casual employees. This includes all Site Services Holdings owned, controller and occupied premises and workplaces where activities are being carried out on behalf of the Company.

## **3. RESPONSIBILITIES**

### **3.1. Managers**

Managers are responsible for ensuring that the policy and dress code is adhered to by all their staff, and have the discretion to consider variations to the rules governing the wearing of corporate clothing for specific work duties or events e.g. office moves, charity events etc.

### **3.2. Employees**

All employees are responsible for their own appearance, and should consider how others may perceive their general presentation and appearance. Employees are responsible for following the standards set out in this policy, and must understand that failure to do so may result in disciplinary action. New employees will be made aware of the standards of dress during their staff induction. Employees are responsible for keeping clothing clean and in good repair.



## 4. OBJECTIVES

The purpose of this policy is to assist in:

- Outlining dress standards staff are to observe when representing Site Services Holdings in a professional capacity.
- Provide staff with clear guidelines for accepted standards of dress and appearance during working hours.
- Provide management with clear guidelines to use in monitoring and managing the standard of dress and appearance of staff.

## 5. POLICY

### 5.1. Personal Presentation

A high standard of personal presentation is required from employees at all times whilst representing Site Services Holdings. It is expected that items of personal hygiene are attended to daily and all clothing is clean, neatly pressed and in good condition.

### 5.2. Body Art and Piercing

Tattoos that could be perceived as offensive should be discreetly covered where possible (e.g. tattoos of naked men/women, skulls or daggers dripping blood). This item is to be administered at the discretion of the Manager.

Site Services Holdings' image can be affected by the presentation of our staff. Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

Staff working around or on machinery, are not permitted to wear earrings that protrude or hang below the ear lobe, as they can become entangled in machinery.

Long hair must be worn up and back or in a hair net, when working in areas with food handling requirements, machinery and other moving parts. Jewellery, including earrings and/ or other items that have the potential to get caught in machinery must be removed whilst on duty near machinery.



### 5.3. Safety

It is the Supervisor's responsibility to ensure that appropriate Personal Protective Equipment (PPE) is supplied and worn by Employees. Employees who mistreat, abuse or fail to comply with Company's requirements for safety and PPE will be subject to disciplinary action.

### 5.4. Identification

The wearing of identification improves visibility with the public and friendliness within the work environment. Employees should wear a form of visible identification at all times. For employees performing a Crowd Controller role they must have their Crowd Control tag/licence visible at all times.

## 6. WORK ATTIRE STANDARDS

Below shows the parameters and examples of the required work attire for each work environment at Site Services Holdings.



## 6.1. Site Innovative Services

Item	Requirement
Pants	Black pants (Chef) / Black pants or jeans (Counter Hand)
Shirt	Chef uniform (Chef) / Black T-shirt (Counter Hand)
Shoes	Enclosed sturdy shoes
Other	

### 6.1.1. Chef Example 1:





### 6.1.2. Counter Hand Example 1:





## 6.2. Vault Protective Security Services

Item	Requirement
Pants	Black dress pants
Shirt	Black polo or button collared shirt
Shoes	Black dress shoes or black enclosed shoes
Other	May vary between venues, some venues may require a white button collared shirt or black suit jacket. To be confirmed prior shift.

### 6.2.1. Crowd Controller Example 1:







### 6.2.2. Crowd Controller Example 2:





### 6.3. Site Protective Services - Construction

Item	Requirement
Pants	Work pants with reflective tape
Shirt	Hi-vis long sleeve shirt
Shoes	Steel cap boots
Other	Hard hat, gloves and safety glasses required

#### 6.3.1. Site Security Officer/Construction Worker Example 1:





### 6.3.2. Site Security Officer/Construction Worker Example 2:





#### 6.4. Site Services Holdings

Item	Requirement
Pants	Black dress pants or skirt preferred
Shirt	Company logo shirt or long sleeve collared shirt
Shoes	Black dress shoes or other appropriate shoes
Other	Other professional attire is acceptable, to be checked with Manager.

##### 6.4.1. Office Employee Example 1:





#### 6.4.2. Office Employee Example 2:





#### 6.4.3. Office Employee Example 3:





## **7. UNACCEPTABLE CLOTHING**

The following items of clothing are examples of unacceptable clothing either on the grounds of health and safety or public image:

- Sports or leisure clothing or beachwear
- Items of clothing bearing logos, slogans or graphics which may cause offence
- Skirts should be of a sensible length and appropriate to the situation
- Footwear - no flip flops or trainers

## **8. ACCESSORIES**

Staff are encouraged to use a common sense approach in regards to the clothing, jewellery or glasses which they wear to work. Staff must ensure that all accessories are appropriate to the type of work they carry out and mindful of the potential for damage or loss to their personal property, which may arise as a result of carrying out their duties.

## **9. PERSONAL PROTECTIVE EQUIPMENT**

This policy does not cover the provision of personal protective equipment (PPE) which is covered within the Company's Health and Safety Manual. Employees who are unsure of their individual PPE requirements should discuss these with their Manager.

## **10. TERMINATION OF EMPLOYMENT**

Any company issued items must be returned clean via the Supervisor / Line Manager within 7 days of the last day of employment. Failure to return clothing may result in deduction of money.

## **11. BREACHES**

All employees are required to know, understand and comply with the requirements of the Work Attire policy.

It is important all employees understand the consequences that any inappropriate appearance may bring to the company. Returning home to change is considered a valid request from an employee's supervisor.

Any employee who is found to have breached this policy will be subject to disciplinary action, as determined by Site Services Holdings. In instances when there is irreparable damage because of an



employee's appearance (e.g. the loss of a major client) or repeated violation of this policy, employees may be faced with more severe repercussions up to and including termination.

## **12. VARIATION**

Site Services Holdings reserves the right to vary, replace or terminate this policy at any time. This policy will be reviewed, revised and republished where necessary to ensure it remains relevant and appropriate to our group's activities.