Dress and Grooming Policy

Policy Code: HR-024  Version: 3.0  Effective Date: 26 May 2015

Purpose:
The purpose of this policy is to outline the minimum dress, grooming and hygiene standards the College expects of its employees and contract academics.

Definition of “College” – The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, College of Natural Beauty, Fitnation and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each and any of these respective trading names and accordingly, the College you are attending.

Scope: All permanent, fixed term, temporary, casual employees and contract academics.

Policy Statement:
As an education provider, maintaining a professional public image plays an important role in Endeavour’s success. Whilst marketing campaigns and the presentation of our campuses form part of our public image, interactions with those who represent Endeavour, based on how they present themselves and the organisation, also contribute to our public image. This Policy sets out the College’s approach to the minimum dress, grooming and hygiene standards expected of all employees and contract academics to ensure a professional image is portrayed at all times whilst performing duties and or representing Endeavour.

Dress Standards
Endeavour’s campuses represent a mix of people from various cultural and personal backgrounds. Whilst the College values individuality, it is important that dress choices portray a positive and professional image with the College’s vision, values and professionalism in mind. Employees and contract academics are therefore expected to adhere to smart business attire when performing duties or representing Endeavour on or off campus including expo’s, open days and career information sessions (CIS).

What is considered as smart business attire?
Smart Business attire includes dress pants or skirts and appropriate business and/or collared shirts. Dress shoes with an enclosed toe are the preferred option and are required in operational areas including, IT, facilities, library, bookstore and clinic staff due to the potential risks associated with working in these areas.

Endeavour promotes a dress down day every Friday where staff and contract academics are permitted to wear smart casual clothing. Employees and contract academics are asked to apply judgement to ensure they are dressed appropriately, based on role requirements for the day, including scheduled meetings and appointments.

What is not considered smart business attire?
While smart business attire is open to interpretation, smart business attire does not include the following:

- Singlet tops
- Thongs
- Low hipsters, bare midriffs, tops with low backs or any apparel that allows excessive skin to show.
- Track pants
- Ripped of torn Jeans/pants
- Bike pants
- Cargo pants
- Sportswear (unless attending a technical/practical demonstration)
- Low cut or sleeveless tops or singlets
- Baseball caps etc.
- Short, tight skirts or dresses
- Large, loose casual sweaters

Employees who report to work in an inappropriate standard of dress may be sent home and asked...
to return in appropriate attire. Managers may use their discretion to address the appropriateness of grooming standards and grooming issues.

Grooming and personal hygiene

In addition to dress, other factors contribute to professional standards commensurate with professional attire, appearance, and good personal factors. Personal hygiene is the basic concept of cleaning, grooming and caring for our bodies. While it is an important part of our daily lives at home, it’s important part of workplace. Attention to personal hygiene can prevent the spread of germs and disease, reduce exposures to chemicals and contaminants, and avoid developing skin allergies, skin conditions, and chemical sensitivities.

Grooming Guidelines/Requirements

- Clothing must be clean, in good condition, and fit appropriately
- Limited jewellery and no dangling or large hoop jewellery that might create a safety hazard
- Body piercing must be limited to three per ear. Other visible body piercing is unacceptable, unless demanded by religion/culture
- Tattoos that are perceived as offensive, hostile or diminish the effectiveness of the employee as a role model for our patients must not be visible to patients and staff

Hygiene Guidelines/Requirements

- Attention should be paid to oral hygiene
- Clean body and minimised body odours
- Ensure scented perfumes, colognes and lotions are applied moderately
- Clean and trimmed fingernails
- Neat and well groomed hair, sideburns, moustaches and beards. No artificial colours that would be considered “extreme” & outside of the norm
- Moderate make-up, natural appearance

Addressing Workplace Attire and Hygiene Problems

Violations of the policy can range from inappropriate dress to offensive perfumes and body odour. Should an employee or academic contractor present in inappropriate dress, they may be asked to go home, change and return to work.

If an employee’s or contract academic’s poor hygiene or use of too much perfume/cologne is an issue, the manager should discuss the problem with the employee or contract academic in private and should point out the specific areas to be corrected. If the problem persists, supervisors should
follow the normal corrective action process.

Where can I go for further information?
For further information please contact human resources at HR@endeavour.edu.au or via phoning your HR representative.

Related Procedures:
Not applicable

Definitions:
Not Applicable
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