



# Clinton & Co

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## DRESS CODE POLICY.

05/07/18.

### Policy brief & purpose.

Clinton and co's DRESS CODE POLICY outlines how we expect our employees to dress at work. Employees should note that their appearance matters when representing our company in front of CLIENTS, SUPPLIERS, The GENERAL PUBLIC or other parties.

An employee's appearance can create a positive or negative impression that reflects on our company and culture.

### SCOPE.

This policy applies to all our employees.

### POLICY ELEMENTS.

These dress code rules always apply.

- All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity are not restricted.
- All clothes must be work appropriate.
- Clinton and Co LOGO shirt must always be worn.
- LONG and LONG Shirt and trousers at all times.
- Steel capped work boots.
- Use of gloves when manual handling.
- Appropriate PPE is to be used at all times. Gloves, Eye protection, Ear protection, Respirators. Consult JSA for guidelines. (Supplied by Clinton and co)
- All clothes must be clean and in good shape. Silicone/Glue smears, Discernible rips, tears or holes are not allowed.
- Piercings – No visible piercings of any kind are allowed except non-dangle earrings.
- Jewellery – Dangling and bulky jewellery of any type is not allowed.
- NO visible tattoos.

### DISCIPLINARY CONSEQUENCES.

When an employee disregards our dress code, their supervisor should reprimand them. The employee will be asked to return home to change immediately with no pay.

Employees may face more severe consequences up to and **INCLUDING TERMINATION**, if;

1. They repeatedly violate our dress code.
2. Their appearance causes irreparable damage, like loss of a major client.
3. They do not wear their PPE when it is required.
4. They do not look after their company supplied uniform or PPE.

Clinton Goldfinch