



DRESS CODE POLICY AND PROCEDURES

Policy Number:		Version:	2
Drafted by:	Strategic Finance Executive	Board approval on:	June 2023
Responsible Person:	Strategic Finance Executive	Scheduled Review Date:	June 2024

INTRODUCTION

How personnel that represent Big Yellow Umbrella are perceived plays an important role in establishing our credibility and furthering our mission. Safety and managing risk are also important elements of building our credibility and supporting our clients. Therefore, dress codes need to be managed across the organisation through this policy and procedures.

Big Yellow Umbrella's branded uniforms are also an important way to promote the service and to be recognised within the community.

Big Yellow Umbrella requires that all staff, students, and volunteers wear a standard of dress appropriate to the circumstances and environment in which work is performed. Big Yellow Umbrella does recognise the current trend and increasing popularity of casual business dress and supports staff, students, and volunteers' right to wear casual business attire when appropriate and in conjunction with Big Yellow Umbrella's uniform. The following is a guideline as to what is and is not acceptable.

PURPOSE

The purpose of this document is to define acceptable dress standards for staff, students, and volunteers while undertaking duties associated with their employment/engagement with Big Yellow Umbrella. This policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

POLICIES

This policy applies to all staff, students, and volunteers of Big Yellow Umbrella.

- It is compulsory for staff to wear the Big Yellow Umbrella branded uniform tops supplied by Big Yellow Umbrella in conjunction with the guidelines set out in this document.
- It is also acceptable for staff to wear clothes in the colours of Big Yellow Umbrella, as seen in our logo. These colours are navy, yellow or other accent colours.
- Black pants, skirts and jeans can also to be worn as part of Big Yellow Umbrella's uniform.
- Black pants or skirts together with the Big Yellow Umbrella shirt must be worn for all meetings, events, and stakeholder engagements.

Big Yellow Umbrella is required to remove any reasonably foreseeable risk to workplace health and safety. If Big Yellow Umbrella considers that a particular item of clothing or jewellery constitutes a foreseeable hazard having the potential to harm, Big Yellow Umbrella may take whatever action it considers necessary to satisfactorily address the situation.

Action may include directing the workplace participant to remove the particular item of clothing or jewellery whilst in the workplace. If it's not practical to remove the particular item, Big Yellow Umbrella may direct the workplace participant to leave the workplace. A workplace participant is required to comply with any such direction.

For WHS and hygiene reasons footwear must be worn at all times.

Requests for advice and assistance in interpreting these guidelines and whether an item of clothing poses a foreseeable hazard, can be directed to the Leadership Team. The final decision about dress suitability lies with this team.

ROLES AND RESPONSIBILITIES

The Chief Operations Manager and the Strategic Finance Executive are responsible for the implementation and monitoring of all aspects of this Policy and Procedures.

Staff, students, and volunteers are responsible for adhering to the guidelines contained in this Policy and Procedures.

PROCEDURES

The following procedures apply:

Acceptable Dress Standards

- Staff are required to wear Big Yellow Umbrella's uniform which consists of a branded shirt, black pants, black skirt, or jeans. Uniform sizes will be collected as part of the staff induction process.
- It is also acceptable for staff to wear clothes in the colours of Big Yellow Umbrella, as seen in our logo. These colours are navy, yellow or other accent colours.
- For volunteers and students, casual dress that is neat and clean is acceptable. This includes pants, jeans, long shorts, skirts, dresses, and collared T-shirts.
- Costume and garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a foreseeable hazard having the potential to harm health or safety.
- It is expected that staff, students, and volunteers will dress in accordance with the activity being undertaken. When representing Big Yellow Umbrella at meetings and forums, more formal attire may be appropriate. When attending outdoor playgroups or other community workshops and events, comfortable clothing that allows for physical activity will be suitable.
- Staff, students, and volunteers attending open air activities must take steps to protect themselves from the sun. This includes applying sunscreen which will be provided by Big Yellow Umbrella and the wearing of a hat is recommended.
- Regarding footwear, athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, peep toe shoes, and sandals with back heel support e.g., sling-backs and straps, are all acceptable. High heel shoes must not be worn to outdoor or children / young people's events where physical activity is required.

Not Acceptable

The following dress code is not acceptable when delivering Big Yellow Umbrella programs and services. It is not an exhaustive list. A workplace participant that presents for work wearing unacceptable attire may be directed to go home and change before being permitted to resume work.

- Shabby, torn, dirty or revealing clothing.
- Very short skirts and shorts
- Midriff tops
- T-shirts with suggestive or offensive themes
- Tracksuit bottoms or full track suits
- Bare feet

- The following footwear, thongs, flip-flops, high heeled shoes, and any shoes or sandals that do not have a back heel support are not acceptable.
- Jewellery that constitutes a foreseeable hazard. Rings and chains or any other hanging pieces that may have the potential to become entangled in machinery or equipment.
- Hair should be worn in a neat and tidy fashion and Big Yellow Umbrella can ask the workplace participant to tie back long hair if necessary.
- Body and facial piercings may present health and safety issues and / or interfere with the work carried out by a workplace participant, making them unacceptable. The Leadership Team reserves the right to instruct an employee to remove piercings while at work. Pierced ear lobes may be acceptable if there is no potential harm to health and safety.
- Tattoos of an offensive nature must be covered.

RELATED DOCUMENTS
Anti-discrimination Policy
Bullying & Harassment Policy
BYU Incident Form
Code of Conduct Policy
Commonwealth Privacy Act 1988
Complaints Management Policy
Confidentiality and Declaration Policy
Customer Service Policy
Governance Policy
Managing Difficult Behaviours Policy
Playgroup Policy
Privacy Policy
Risk Management Policy
Safe Work Australia 2012
Social & Electronic Media Policy
Staff Induction Policy
Volunteer Management Policy
Work Health & Safety Act 2011
Working with Children & Young People Policy
WH&S Policy

AUTHORISATION

The Board of Big Yellow Umbrella has reviewed and approved this policy.

Signature of Board Secretary: _____

Date of approval by the Board: _____

On behalf of the Big Yellow Umbrella

<https://hrfocus1.sharepoint.com/sites/SUPPORT/Shared Documents/CLIENT WIP/Big Yellow Umbrella/Our Culture/Updates/Policies updates 11072023/Dress Code Policy.docx>

Staff, volunteers, and students' declaration

I have read this dress code policy and procedures and agree to comply.

Name: _____ Date: _____

Signature: _____