

## DRESS POLICY

### 1. PURPOSE

- 1.1 The purpose of this Dress Policy (Policy) is to describe the standard of dress expected by Eureka Sustainability ('Eureka Sustainability') in the workplace.
- 1.2 Eureka Sustainability requires that all workplace participants wear a standard of dress appropriate to the circumstances and environment in which work is performed. Importantly, attire should be neither offensive nor likely to give rise to health and safety risks in the workplace.

### 2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence from 1/09/2023 It replaces all other Eureka Sustainability dress policies (whether written or not).

### 3. APPLICATION OF THE POLICY

- 3.1 This Policy applies to employees and contractors (including temporary contractors) of Eureka Sustainability, collectively referred to in this Policy as 'workplace participants'. 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.

### 4. HEALTH AND SAFETY

- 4.1 Eureka Sustainability is required to remove any reasonably foreseeable risk to workplace health and safety. If Eureka Sustainability considers that a particular item of clothing or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, Eureka Sustainability may take whatever action it considers necessary to satisfactorily address the situation.
- 4.2 Action may include directing the workplace participant to remove the particular item of clothing or jewellery whilst in the workplace. If it is not practicable to remove the particular item, Eureka Sustainability may direct the workplace participant to leave the workplace. A workplace participant is required to comply with any such direction.

### 5. ACCEPTABLE ATTIRE

- 5.1 All workplace participants are expected to look professional and take pride in how they present themselves as employees of Eureka Sustainability.
- 5.2 Acceptable attire at Eureka Sustainability is as follows:

#### **Office Employees** (including Sales, Reception, Management Employees)

- Clothing above the waist must be Eureka branded. Employees are permitted to wear Eureka branded polo shirts, vests, cardigans and jackets.
- It is preferred that Office employees wear dark coloured (black, dark grey, navy blue) chino style pants.
- Sales employees must also adhere to the acceptable attire listed above when visiting clients in locations outside of the Eureka office.

#### **Production Employees**

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- Steel capped boots must be worn. This is a health and safety requirement.
- Production employees must wear high vi shirts.

### **Warehouse and Logistics Employees and Contractors**

- This includes Truck Drivers and other customer facing employees.
- Truck Drivers and other customer facing employees will be provided with black work style pants and shorts once they have passed their probationary period.
- Steel capped boots must be worn. This is a health and safety requirement.
- Truck Drivers and other customer facing employees must wear Eureka branded polo shirts and wear a high vis vest.

5.3 Any workplace participant that is supplied with a uniform is required to wear it whilst on duty and to take responsibility for its maintenance.

5.4 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. If a workplace participant is uncertain as to whether an item of clothing poses a foreseeable hazard, the workplace participant should ask his/her manager or supervisor for clarification.

## **6. UNIFORM ORDERS/REPLACEMENTS**

6.1 If you require new uniforms due to general wear and tear, please advise Shane Arundell.

## **7. UNACCEPTABLE ATTIRE**

7.1 The following is a guide to attire that is unacceptable in the workplace. 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.

- Board shorts
- Thongs
- Jeans
- Tights, gym wear, singlets
- Any clothing that is faded or has visible wear and tear
- Any clothing that is visibly not ironed
- Any clothing that is ripped.

## **8. JEWELLERY**

8.1 Any item of jewellery that constitutes a foreseeable hazard having the potential to harm health or safety must not be worn in the workplace. In particular, rings and chains or any other hanging pieces that may have the potential to become entangled in machinery or equipment and therefore pose a risk to health and safety.

## **9. HAIR**

- 9.1 Hair should be worn in a neat and tidy fashion. If directed to do so by Eureka Sustainability, a workplace participant must tie back long hair in either a hair net or another similar device. Please note, warehouse employees must have long hair tied back for safety precautions.
- 9.2 Beards and moustaches are permitted but must be well maintained.

## **10. BODY AND FACIAL PIERCING**

- 10.1 Body and facial piercings may present the potential for harm to health or safety and/or interfere with the work carried out by a workplace participant and are therefore unacceptable. Management reserves the right to instruct an employee to remove piercings while at work. Pierced ear lobes may be acceptable if there is no potential for harm to health or safety.

## **11. TATTOOS**

- 11.1 Tattoos of an offensive nature must be covered.

## **12. HYGEINE**

- 12.1 It is encouraged for all workplace participants to wear deodorant whilst on shift to minimise body odours.
- 12.2 It is encouraged for all workplace participants to maintain personal cleanliness by showering/bathing daily.
- 12.3 Oral hygiene including brushing teeth is required before presenting for work.

## **13. CASUAL DAYS**

- 13.1 When a 'casual' day is held, it is expected that employees will dress in 'smart casual' clothing.
- 13.2 If it is found that workplace participants are abusing the privilege of 'casual' days then management may, at their discretion, decide to withdraw the privilege.

## **14. BREACH OF THIS POLICY**

- 14.1 Any breaches of this Policy by a workplace participant may result in Eureka Sustainability taking disciplinary action, against that person.
- 14.2 Any breaches of this Policy by a contractor may result in Eureka Sustainability terminating their contract for services.

## **Variations**

*Eureka Sustainability reserves the right to vary, replace or terminate this policy from time to time.*