

UNIFORM, PERSONAL PRESENTATION AND GROOMING POLICY & PROCEDURE

1. Purpose

The objectives of this policy are to

- specify the principles governing Hotelstaff responses to Uniform, Personal Presentation and Grooming in the workplace

2. Scope

This policy and procedure is applicable to all employees, contractors and subcontractors of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ("Hotelstaff").

It is expected that the Executive endorse and support this policy in the execution of their responsibilities.

This policy applies during all hours of work at Hotelstaff Pty Ltd as well as outside of working hours when dealing with colleagues and clients of the organisation including social engagements.

Hotelstaff recognises that at times Host Employer will request amendments to our Personal Presentation, Uniforms & Grooming Guidelines, including but not limited to clients provided part or all uniform items for employees. These amendments should be fine as long as they are assessed, and not make staff uncomfortable.

Hotelstaff has a strong commitment to equitable employment practices. As such, employees who are unable to accommodate aspects of these guidelines due to a protected attribute (as determined only by legislation) will be granted exemption, through a documented case by case discussion with the General Manager. These exemptions will be shared with clients at which employees are engaged.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version.

3. Definitions

Host Employer Customer of Hotelstaff, running a business or undertaking, and use labour hire workers from Hotelstaff to perform work in the business.

4. Policy Statement

Hotelstaff's commitment to our Personal Presentation, Uniforms & Grooming Guidelines are designed to ensure compliance with our industry, client and employee expectations; alongside relevant Occupational Health and Safety regulations. Our employees are expected to maintain a very high standard of personal appearance and adhere to the uniform guidelines as detailed below for every engagement.

5. Procedures

5.1. General Expectations

All casual staff are expected to abide by our uniform policy and understand that, depending on the client they work for, this may vary and you will be notified of this.

Hotelstaff has a strict uniform policy and our candidates understand that if this is not adhered to, clients, at their discretion may send you home before you commence your shift.

You are expected to look neat and tidy at all times, to present professionally, with clean, pressed clothing and clean shoes (no scuffs).

Our general uniform which will need to be worn to your Hotelstaff interview/induction is:

- Black tailored trousers
- Long black business tie (standard width)

- White, long sleeved MEN's business shirt, loose fit (this is for both male and female staff)
- Black, fully covered, closed toe, low heeled shoes (must be polished leather)
- No patterns are acceptable on any areas of your uniform.

A full uniform requirement and grooming standard document is provided to all Hotelstaff employees. This includes a breakdown of uniforms for each department.

5.2. Non Compliance

In case of noncompliance regarding any of the established guidelines, clients will be able to determine if an employee is eligible to continue to work. Where operationally practical employees will be replaced at the clients discretion. Employees will not be compensated for attending shifts in these cases.

Disciplinary procedures will be actioned following a non-compliance incident regarding this policy.

5.3. Client Provided Uniforms

Certain clients of Hotelstaff will loan part of the uniform i.e. an apron or vest for your shift. We will notify you of this before your shift. It is the responsibility of the staff member to return the loaned items at the end of their shift.

Should the uniform not be returned or go missing, the staff member is aware that they are responsible to reimburse the client in full for the cost of the item/s.

5.4. Purchasing of Uniform Items

Employees will be charged for uniform items by Hotelstaff when advised by client that these have been not returned, or an employee is required to purchase a particular item of uniform from Hotelstaff to ensure compliance with the guidelines.

These will be in the form of a payroll deduction or invoice to employee, mutually agreed.

6. Guidelines

Uniform, Personal Presentation and Grooming Guidelines

7. Related Documents and Further Information

7.1. Legislation

Nil

7.2. Documents

Nil

7.3. Links

Nil

8. Revision History

Effective	Version	Amendment
01/07/2014	1.0	- Initial
07/05/2018	1.1	- Reformatted
28/05/2019	1.2	- Review – No Change, Reformatted
01/06/2021	2.1	- Reformatted

9. Document Information

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