DRESS CODE POLICY

1.0. PURPOSE

The purpose of this policy is to:

- establish the presentation and grooming expectations for all employees in terms of what constitutes acceptable dress within the workplace
- ensure employees always project an appropriate professional image of the Company in work-related situations
- ensure employees dress in a manner that is consistent with work health and safety requirements

2.0. SCOPE

This policy is applicable to all Glad Group employees. For the purpose of this policy Glad Group consists of:

- **Glad Group Pty** Ltd | ABN 62 092 928 115
- **Glad Cleaning Service Pty Ltd** | ABN 43 054 617 891
- **Glad Security Pty Ltd** trading as Glad Group Services | ABN 99 122 097 590
- **Glad Maintenance Pty Ltd** | ABN 85 127 522 481
- **Glad Indigenous Pty Ltd** | 13 648 519 957
- **Auxus Pty Ltd** | 12 655 147 292
- **Stratium Global Pty Ltd** trading as Unifyd Technology | 55 627 094 366
- **Glad Group NZ Limited** | NZBN 9429 047 106 437
- **Australian Protective Services Pty Ltd** | 47 610 471 424

3.0. POLICY STATEMENT

Employees must maintain an appropriate standard of dress and personal appearance at work and when representing the Company.

This policy is not exhaustive in defining acceptable or unacceptable standards of dress and appearance, and employees must use common sense in adhering to the principles underpinning the policy.

Glad Group will advise employees when suitable standards are not met and reserves the right to request employees to change attire or keep up with set expectations. Repeated failure to adhere to set expectations may lead to disciplinary action.

Where employees are required to wear a uniform, they should also consult their manager and refer to the organisation's uniform style guide.

The Company recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects the requirements within this policy. However, priority will be given to health and safety, and security of all employees.

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3.1. Site Based Employees (Employees required to wear a uniform)

Employees who are provided with a uniform must attend work in the correct uniform every day. Employees should consult with their manager for guidance as to how to wear their uniform, however, below are some general guidelines:

- uniforms must be neatly presented and without any wrinkles, rips, tears, seam damage or stains
- uniforms must be clean

Employees based on customer sites must also ensure to adhere to our customers' specific policies and procedures.

3.2. Office Based Employees (Customer Facing)

Office employees and leadership teams are expected to dress according to their day.

Employees that are attending site visits, meeting with employees or customers must be professionally presented in business casual or business formal clothes. The general rule is, if you know how the customer is going to be dressed, you should match your attire accordingly.

Example 1: You have a few site visits organised for the day, including a commercial security customer. You know that this customer is always in a suit. You should wear formal business attire to match the expectations of the customer.

Example 2: You are spending the day at a retail cleaning site and will be doing a lot of walking around. You know that the customer will usually wear polo shirt and trousers and so it is appropriate for you to dress more casually and comfortably for the day you have planned.

Refer to section 3.3 for attire that must not be worn.

3.3. Office based employees (non-customer facing)

While our office environment maintains a professional but casual atmosphere, employees must take care in presenting a neat and clean appearance while at work. Business casual attire is acceptable.

There are several things you must not wear at any time, including on Casual Fridays.

- Well-worn athletic sneakers or tennis shoes
- Flip-flops
- Stained or wrinkled clothing
- Clothing with holes, such as distressed jeans
- Clothing that is too tight or short
- Clothing that is oversized or too loose
- Shorts
- Tank tops or strapless shirts unless paired with a blazer, jacket or cardigan
- Backless or low-cut tops
- Crop tops
- Clothing with inappropriate logos or text
- Activewear

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Casual Fridays

Casual Fridays offer employees a day where the dress code is somewhat more relaxed. This allows employees to wear a more casual attire such as t-shirt, jeans and sneakers. If an employee is scheduled to attend a meeting with an external business partner such as a customer or supplier on such a day, the expectation is that business casual attire is worn. It is at the discretion of the senior management at each office site to manage and decide if casual Fridays are in place at their sites.

3.4. Jewellery

Jewellery must look professional and styled to suit employees' attire.

Jewellery can sometimes present a safety hazard. Employees that are working with electrical equipment or machinery, exposed jewellery must be removed to avoid the potential of getting caught in the equipment leading to injury.

Glad Group has the discretion to request that an employee remove jewellery that is deemed excessive or inappropriate or places a risk to health and safety.

3.5. Grooming

Employees are expected to practice daily hygiene and good grooming habits. Grooming and hygiene expectations includes but is not limited to:

- hair must be kept neat at all times
- makeup must be professional and conservative
- strong body odour must be managed

Glad Group has the discretion to request that an employee tidy up their appearance if deemed necessary.

3.6. Fragrant Products

All employees must recognise that other persons may be sensitive or have allergies to fragrant products. Fragrant products that may be offensive to others must be used in moderation out of consideration for others within the workplace. Fragrant products includes but is not limited to:

- perfumes/colognes
- hand/body lotions
- hair products

Glad Group has the discretion to request that an employee stop using fragrant products if deemed necessary.

3.1. Tattoos

Generally visible tattoos must be covered up as far as reasonably practicable. Glad Group will however take into consideration tattoos representative of an employee's culture and race or other diversity factors.

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4.0. LOG OF CHANGE

DATE	AMENDMENTS	AUTHORISED BY	REVISION
May 2023	Initial Policy	Ann Shanahan	1

5.0. 5.0 RELATED POLICIES AND PROCEDURES

Code of Conduct
Uniform Style Guide

6.0. CONTACT FOR QUESTIONS

Please contact the People & Culture team if there are ay questions regarding this policy: gladacademy@gladgroup.com.au.

Authorised by:



Kiri Chase
Head of People & Culture

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