



MineworksGroup

STANDARDS OF DRESS POLICY

BACKGROUND

While we do not wish to limit individuality, employees need to be aware that Mineworks Group considers that what we wear to work is a reflection to others of our own professionalism and by association that of the organisation.

WORKING IN AN OFFICE ENVIRONMENT

- ❖ Clothing and footwear should be neat, clean, comfortable and suited to the work environment. Extremely casual dress or footwear is generally not considered appropriate for work.
- ❖ If you are provided with a uniform it should be worn at all reasonable times unless permitted otherwise by your supervisor or manager.
- ❖ Clothing should not be sexually provocative.
- ❖ Your clothing should not be hazardous to your own safety (e.g., open-toed shoes or loose hanging clothes if you are working around machinery).
- ❖ If "casual days" are designated by management, appropriate guidelines will be explained to you.
- ❖ A professional appearance is especially important for staff who may come into contact with clients and/or potential customers.
- ❖ Please use good judgment and good taste remembering that you are representing the organisation and that their view of Mineworks Group may be influenced to a small or large degree by your appearance.

WORKING IN A WORKSHOP or FIELD ENVIRONMENT

Correct work clothes and footwear suitable for the job and if applicable as stipulated by workshop or site management must be worn at all times. Clothes should be in good condition and buttons done up with no loose flapping materials.

POLICY DEVELOPMENT, DISSEMINATION AND REVIEW

This Policy has been developed in consultation with nominated staff representatives and will be reviewed annually and amended as deemed necessary. It is provided to all staff upon induction and other parties on request. It will be prominently displayed in the workplace.

Authority: John Gallop, Managing Director

Signed:

Managed by: Human Resources & Recruitment Team

Review by: Group HR Manager

Review date: before 30 Dec 2011