

Uniform Policy

Intent

The company requires all employees to present themselves in a professional manner, with respect to clothing, personal hygiene and appearance. These standards are commensurate with our organisational practices of appropriate business conduct and professionalism.

Scope

This policy applies to all employees always and without exception.

Guidelines

This policy applies to all employees always and without exception.

1. The Group CEO will determine the clothing range of the corporate wardrobe.
2. The marketing department will coordinate uniform orders and maintain a central register to track the allocation to each employee.
3. Direct purchase of uniforms from non-approved suppliers or outside of the company guidelines will not be reimbursed.
4. The table below outlines the guidelines for customer facing roles to receive on commencement of employment

Position	Uniform Type	Quantity
Sales	Polo Shirt or Long Sleeve Shirt	5
Sales	Jacket or Vest	1
Driver	Polo Shirt or Long Sleeve Shirt	5
Driver	Pants or Shorts	3
Driver	Jacket	1
Driver	Jumper	1
Field Service	Long Sleeve Shirt	5
Field Service	Pants	3
Field Service	Jacket	1
Field Service	Jumper	1

It is expected for the above roles the employee is to provide their own safety boots during their probationary period. The company will allow up to \$130 for safety boots, if the employee wishes to purchase boots above this amount the difference is to be paid by the employee.

5. Non-Customer facing roles optional on completion of probationary period

Position	Uniform Type	Quantity
Admin	Polo Shirt or Long Sleeve Shirt	5
Admin	Jacket or Vest	1
Operations	Polo Shirt or Long Sleeve Shirt	5
Operations	Jacket or Vest	1
Workshop	Long Sleeve Shirt	5
Workshop	Pants	3
Workshop	Jacket	1
Workshop	Jumper	1
Parts	Polo Shirt or Long Sleeve Shirt	5
Parts	Jacket or Vest	1

It is expected for Admin, Operations and Parts staff the employee is to provide their own safety boots during their probationary period. Lace less boots with steel caps are adequate for these roles, post probationary period the company will provide the employee with lace less boots when due for replacement.

Workshop staff to provide their own safety boots during their probationary period. Post probationary the company will allow up to \$130 for safety boots, if the employee wishes to purchase boots above this amount the difference is to be paid by the employee.

6. Additional items may be ordered at the employee's expense.

7. Employees will be responsible for:
- a. Any alterations to the uniform and cost of these alterations
 - b. Laundry and/or dry-cleaning costs
 - c. Providing accurate information regarding sizes, styles and individual measurements

Dress Code

All Company issued clothing shall be readily identifiable as a company uniform by the attachment of the AWD/AAH/Dieci Logo.

Where an employee fails to comply with the dress standard as determined by the appropriate manager or supervisor, the employee may be asked to return home in his/her own time and return to work appropriately dressed.

Exemptions

Where genuine personal religious beliefs or medical reasons dictate a different standard or dress, a specific exemption can be sought through the Group CEO.

Casual wear may be worn on approved days by the local manager on the basis that they are neat, tidy and appropriate.

Ordering Corporate Wardrobe

All corporate wardrobe orders are to be submitted by employees to their manager on the appropriate order form and lodged with the Marketing Department who will complete the order.

Responsibility and Accountability - Managers

Managers must ensure that the uniform and appearance/dress code policy is implemented within his/her area of responsibility and to ensure that employees are aware of the policy.

Managers must also ensure the following:

- Endeavour to maintain a safe and healthy working environment where dress code, appearance or uniform is appropriate to the duties being undertaken, including the use of personal protective equipment/Health and safety Equipment.
- Ensure that employees are aware of and have access to the correct uniforms for their area of work.
- Replacement uniforms are provided as required and as agreed.
- Take action where an employee does not comply with the dress code, appearance or uniform requirements set out in this policy.

Responsibility and Accountability - Employees

It is the employee's responsibility to:

- Adhere to the standards of dress and personal appearance appropriate to their staff group and job role at all times
- Inform their manager in a timely manner should their uniform need replacing.
- Inform their manager of any discretionary reason they may need adjustments to be accommodated to this policy.
- Employees are required to adopt a common-sense approach with regard to the clothing, jewellery, glasses etc that they wear to work in terms of expense.
- Employees must ensure that articles are appropriate to the type of work that they carry out and must be mindful of any potential for damage to/loss of personal property, which may arise as a result of carrying out their duties.
- Return all company uniforms at the completion of employment, the company reserves the right to withhold final payment of entitlements until all items are returned.

Regards,



Pat Italiano