

Dress Code Policy

1 Introduction

- 1.1 This policy establishes guidelines for acceptable standards of dress and appearance for all representatives of the ACOR Group of Companies (“ACOR”)

2 Scope

- 2.1 This policy applies to all employees, including permanent, part-time, casual and temporary employees as well as independent contractors and labour hire contractors engaged by ACOR (“contractors”).

3 Policy

3.1 Personal Presentation

A high standard of personal hygiene, grooming and presentation is required during working hours and when representing ACOR after hours.

3.2 Clothing and Footwear

Clothing and attire is to be consistent with representing ACOR as a nationwide professional services consulting business. Clothing is to be in good condition, not excessively worn or damaged, clean, and neatly ironed.

- 3.3 Employees are to wear appropriate closed in footwear that provides protection from injury in and around the Workplace.

- 3.4 ACOR recommends wearing of hats, sunglasses and application of sunscreen when working outside, to reduce the exposure to the damaging effects of the sun and heat.

- 3.4.1 Body art and piercings are considered a personal expression and preference. However, it is recognised that some body art or piercing may be considered offensive or make others uncomfortable. Employees and contractors are encouraged to maintain discretion and, where possible, discreetly cover or conceal body art or piercing in order to maximise a professional image in the Workplace.

- 3.5 Employees and contractors may be directed to wear ACOR prescribed clothing and footwear, such as Personal Protective Equipment (PPE), eye protection and steel cap safety boots in accordance with *Personal Protective Equipment Policy (BSS-POL-NAT-HR005)*.

- 3.6 The following is not permitted in the Workplace:

- casual t-shirts or shirts with offensive slogans or logos;
- active wear or exercise gear;
- crop tops or backless and strapless tops
- singlets
- excessively distressed or ripped jeans;
- board shorts and/or footy shorts.
- thongs
- ugg boots.

4 Exceptions

- 4.1 Exceptions which may prevent employees or contractors from complying with this Policy are permitted, in consultation with the employee or contractor's manager, in the following circumstances;

- Pregnancy;
- Medical condition, illness or accident;
- Religious requirements.

5 Breach of Policy

- 5.1 ACOR reserves the right to refuse entry to a Workplace to any person who does not comply with this Policy. If a person refuses to comply with this Policy, ACOR may initiate disciplinary action which may lead to termination of employment.