### Purpose
The purpose of this policy is for employees of Campus Life (U@MQ Limited) to understand and follow acceptable dress and appearance standards at work.

### Overview
The appearance of our employees reflects the professional image of our organisation and our brand. Employee presentation has a significant impact on the way we are viewed by students, staff, community and the wider public.

Employees may be provided with a uniform and protective clothing based on the nature and responsibilities of the position.

Campus Life acknowledges and celebrates that our employees have diverse cultural, religious and gender identities.

### Scope
This policy applies to all employees of Campus Life.

### The Policy
All employees are required to:

- Wear the correct uniform and/or professional attire, as detailed under ‘Attire’.
- Ensure uniforms are well maintained. Faded, frayed or damaged uniforms must be reported to management, who will arrange a replacement.
- Ensure uniforms and/or attire are cleaned regularly. If a uniform is soiled at work, this should be reported and addressed immediately so a replacement can be arranged.

### Attire
The following attire is required to be worn (as applicable). Uniform items may be issued to employees and will differ depending on the employee’s role and department:

1. **Sport**: MQ Sport polo shirt, MQ zip jacket, MQ lifeguard shirt, MQ rash shirt, MQ shorts, MQ tracksuit pants, MQ business shirt, name badge and hat; and worn with black business pants or a black knee length skirt, and closed shoes.

2. **Children’s Services**: MQ Childcare polo shirt or MQ business shirt, MQ zip jacket, name badge and hat; worn with employee’s own black pants, black knee length skirt, black knee length shorts or jeans, and closed shoes. Optional: MQ shorts and MQ tracksuit pants.

3. **Cafes**: black café button up shirt, MQ zip jacket, name badge; worn with black pants or jeans, and closed shoes. Staff Café must
wear an MQ branded apron.

4. **Ubar**: grey t-shirt, name badge, MQ zip jacket; worn with black pants or jeans, and closed shoes.

5. **Events & Catering**: waiter shirt, polo shirt, apron, zip jacket (if provided) and closed shoes. Polo shirts to be worn with black pants during setup, pack down and when rostered for drop off catering only. Shirts worn with black pants and aprons for events.

6. **Campus Services Team Leaders**: MQ business shirt, MQ zip jacket and name badge; worn with black pants, jeans and closed shoes.

7. **Management and Business Services**: MQ professional shirt, MQ polo shirt and MQ zip jacket; worn with shorts, pants or a knee length skirt. Alternatively, employees may choose to wear professional attire.

All customer facing roles, except management, will wear a uniform, staff ID and name badge.

**Professional Attire**

Employees not required to wear a uniform must wear clean and appropriate clothing to the following standards regardless of gender:

Acceptable attire:
- business shirt with collar, blouse, dress, skirt, long pants/trousers, suit or sports coat/jacket or other appropriate clothing;
- discrete and professional non-slip shoes and jewellery.

Unacceptable attire (inclusive when wearing a uniform, unless otherwise stated or advised):
- revealing, dirty or torn clothes;
- sweatpants, exercise wear, t-shirts, jeans or clothes with offensive text;
- thongs, high heels that risk health and safety, ugg boots; or
- any other inappropriate attire as determined by the manager.

Smart casual attire is permitted on Fridays, unless otherwise advised.

**Personal Grooming**

Employees must uphold the following:
- a high level of personal cleanliness and hygiene;
- hair must be neat, tidy, and a discrete and professional style; and tied up for staff in customer facing roles;
- facial hair and nails must be neat and of a professional style.

**Workplace Health and Safety (WHS)**

The following applies to meet WHS regulations:
- Children’s Services employees working in food preparation and handling with long hair must wear their hair tied back.
- Other food preparation and handling roles must securely cover hair with a hair net or hair cover; and fingernails must be scrubbed regularly with no nail polish/artificial nails.
• If serving food, protective gloves must be worn.
• If operating machinery, loose fitting jewellery must not be worn.
• Any other WHS requirement as required.

Uniform Management
A number of uniforms will be supplied by Campus Life at no cost to the employee, and will remain the property of Campus Life. Shoes, pants/jeans, skirts and other attire will be provided by the employee (unless otherwise advised).

Replacement Uniforms
There is an expectation that employees will be responsible for their uniforms and take reasonable steps to prevent loss or damage to them. However, Campus Life recognises that uniforms may need replacing from time to time.

Campus Life will determine whether to cover the cost of replacement uniforms in its discretion and on a case by case basis. In some instances, the employee may be required to pay for part or all the replacement cost as approved by the EMT member and HR Manager.

Leaving Employment
Employees leaving their employment with Campus Life for any reason must return all uniform items to their manager in a clean and tidy state immediately following their last day of employment or final shift.

Where an employee does not return their uniform, Campus Life may, in its discretion, hold part of the cost of the uniform from the employee’s final pay. This may only be held where the employee has signed an agreement in advance, and the total cost of the uniform has been included. This must be approved by the EMT and HR Manager.

Alterations to Uniform
Employees will not be discriminated against for requiring alterations to their uniform due to religious or cultural reasons, pregnancy or injury. Approval must be sought in advance from your manager.

If you have any specific needs based on your identity or presentation please discuss these with your Manager or Human Resources to ensure we can accommodate your needs while maintaining a professional look.

Keywords
Appearance, Dress Code, Personal Presentation, Uniforms.

References
Work Health and Safety Act 2011
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<tr>
<th>Related Policies, Work Instructions, Forms or Manuals</th>
<th>Department Uniform Request Form</th>
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<tr>
<td>Policies/Rules Superseded by this Policy</td>
<td>CL-0005</td>
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