



## EMPLOYEE DRESSING CODE POLICY

**VERSION NUMBER:** VERSION1.021FEB2021JRAYNEJPAULE

**AUTHORIZED BY:** Dr. Bindu Smith, Managing Director & Chief Marketing Officer.

**MODERATED BY:** James Rayne, Principal Executive Officer.

**VALIDATED BY:** Jhanae Paule, Compliance and Senior Administrative Coordinator.

**SCOPE:** Global College Australasia (GCA here-in), inclusive of Allure café (venture of GCA).

**AIM:** The aim of this policy is to ensure all employees are provided with an in-depth understanding of the dressing code policy.

**PURPOSE:** This policy has been developed to:

- A. Ensure GCA employees comply with their respective GCA employment contract, *and/or*
- B. Promote the brand awareness of GCA, *and/or*
- C. Portray a professional image of GCA, *and/or*
- D. Where applicable, comply with the *Work Health and Safety Act 2020* (WA State legislation), *and/or*
- E. Where applicable, comply with the *Work Health and Safety Act 2011* (Federal legislation).

**EFFECTIVE DATE:** 1<sup>st</sup> March 2021

### AUDIENCE:

- A. This policy applies solely to all employees (casual, part time and full time), inclusive of lecturing contractors.
- B. This policy DOES NOT APPLY to:
  - I. Independent contractors who are governed and/or bound by their trade's/organisation's dressing code/personal protective equipment policy whilst attending premises/campuses for:
    - a. Maintenance purpose, *and/or*
    - b. Audit purpose, *and/or*
    - c. Repairs.
  - II. An employee who attends the premise/campus outside of their respective scheduled roster, *or*
  - III. A 3<sup>rd</sup> party individual or organisation attending the premise/campus.
- C. This policy DOES NOT EXTEND to:
  - I. The Chief Executive Officer, *and*
  - II. The Managing Director & The Chief Marketing Officer.



## POLICY STATEMENT

**1.1** All employees of Global college Australasia (here-in GCA), inclusive of lecturing contractors and inclusive of Allure café employees:

- A. On the day of their respective scheduled roster, *and*
- B. From the commencement until the end of their respective shift on the day, *and*
- C. Whilst working under premise, *and/or*
- D. Conducting business with a 3<sup>rd</sup> party on behalf of GCA/Allure café on or off premise/campus, *and/or*
- E. Representing GCA/Allure café on/off premise/campus, must abide to this policy and adhere to the DRESSING CODE TABLE.

**1.2** GCA acknowledges that an employee, as per nominated under Audience section, may opt not to abide to this policy when approved by management in the event of:

- A. A special event/function held in and/or by GCA where a different dressing code is mandated by GCA management.
- B. A compassionate and/or compelling circumstance which has been proven such as but not limited to:
  - I. A medical note attesting to a temporary medical condition which prohibits the dressing code policy to be upheld. In such a case, the below parties solely must be notified for compliance with the *Privacy Act 1988* (Federal legislation):
    - a. The Principal Executive Officer, *and/or*
    - b. The Compliance & Senior Administrative Coordinator, *and/or*
    - c. The Human Resource Manager.
  - II. Bereavement of an immediate family member which extends to:
    - a. The employee's sibling, *and/or*
    - b. The employee's parent, *and/or*
    - c. The employee's child.
- C. A proven risk to the employee's safety and/or wellbeing.



## DRESSING CODE TABLE

EMPLOYEE JOB ROLES	DRESSING CODE REQUIREMENTS
ALLURE CAFÉ MANAGER ALLURE CAFÉ FOH ATTENDANT	<ol style="list-style-type: none"> <li>1. Allure café branded &amp; issued T-shirt/Polo/shirt.</li> </ol>
ALLURE CAFÉ CHEFS/COOKS	<ol style="list-style-type: none"> <li>1. Allure café branded &amp; issued chef jacket, <i>and</i></li> <li>2. Safety shoes.</li> </ol>
LECTURERS (KITCHEN SESSIONS)	<ol style="list-style-type: none"> <li>1. GCA branded &amp; issued chef jacket, <i>and</i></li> <li>2. Safety shoes.</li> </ol>
LECTURERS (CLASS & BARISTA SESSIONS) ADMINISTRATIVE OFFICERS STUDENT SUPPORT OFFICERS ACCOUNTS OFFICERS MARKETING OFFICERS MANAGEMENT/COORDINATING OFFICERS	<ol style="list-style-type: none"> <li>1. GCA branded &amp; issued chef jacket, <i>and</i></li> <li>2. Safety shoes.</li> </ol> <p style="text-align: center;"><b><u>OR</u></b> (MALE)</p> <ol style="list-style-type: none"> <li>A. Blazer or business jacket or business suit, <i>and</i></li> <li>B. Business shirt, <i>and</i></li> <li>C. Business pant or trouser or jeans, <i>and</i></li> <li>D. Business shoes.</li> </ol> <p style="text-align: center;"><b><u>OR</u></b> (FEMALE)</p> <ol style="list-style-type: none"> <li>A. Blazer or business jacket or business suit, <i>and</i></li> <li>B. Business shirt or blouse or top, <i>and</i></li> <li>C. Business pant or skirt or jeans, <i>and</i></li> <li>D. Business shoes.</li> </ol> <p style="text-align: center;"><b><u>OR</u></b> (FEMALE)</p> <ol style="list-style-type: none"> <li>I. Business dress, <i>and</i></li> <li>II. Business shoes.</li> </ol>