



**Title: Dress Code Policy**

**Section: Organisational**

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### **Policy Statement**

Our dress code policy outlines how UBC expects staff and committee members to dress while performing UBC duties. Staff and committee members should note that their appearance matters when representing UBC in front of members, volunteers, stakeholders and the general public. A staff and committee members appearance can create a positive or negative impression that reflects on UBC and its culture.

### **Purpose and Scope**

To ensure staff and committee members are aware of UBC expectations of presentation.

### **Definitions**

UBC: The Uncle Bobs Club

Committee Members: Directors, Branch & Group committee members of Uncle Bobs Club

### **Policy**

These dress code rules always apply:

- All staff and committee members must be clean and well-groomed. Grooming styles dictated by religion and ethnicity are not restricted.
- All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities are not allowed.
- All clothes must project professionalism.
- All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.
- Employees must avoid clothes with stamps that are offensive or inappropriate.

### **What is UBC's Dress Code?**

UBC's official dress code is Smart Casual. Staff and committee members are always to wear organisation issued uniform.

We may change our dress code in special cases. For example, we may require employees to wear semi-formal attire for an event.

### **Disciplinary Consequences for Staff**

When a staff member disregards the dress code, State Committee's nominated representative will contact the staff member and discuss accordingly. If considered a serious enough breach, the staff member will be asked to return home and change.

Staff may face more severe consequences up to and including termination, if:

- Their appearance causes irreparable damage, like loss of a major stakeholder/partner.
- They repeatedly violate our dress code.

### **End of employment**

Upon cessation of employment, all uniform items are to be returned to UBC.

### **Review**

This policy and related procedures will be reviewed every three years, unless changed circumstances require earlier review.

**Associated Policies, Procedures and Other Documents**

- N/A

**References**

- N/A

Policy Name: Dress Code  
Responsible Director: State Secretary  
Functional Area: Organisational  
Date adopted: 28<sup>th</sup> May 2020  
Review Date: 28<sup>th</sup> May 2023

**Review History**

Date	Review Details	Action

## DRESS CODE POLICY

I confirm I have read and understood the Dress Code Policy

Staff Signature ..... Date .....

Print Name .....