

PRESENTATION & UNIFORM POLICY

The purpose of this Policy is to describe the standard of dress expected by CCGT in the workplace. CCGT requires that all employees including CCGT internal staff, apprentices and trainees wear a standard of dress appropriate to the circumstances and environment in which work is performed. Importantly, dress should be neither offensive nor hazardous.

Breaches of this policy shall be dealt with in accordance with the CCGT Discipline and Termination Policy.

Uniform

CCGT internal staff are supplied with a corporate uniform following the successful completion of their probationary period. It is compulsory to wear this uniform at all times on CCGT business. The staff's role in marketing CCGT is vital and they must ensure that they maintain appropriate presentation and safety standards.

This uniform is "owned" by CCGT and "lent" to staff for the duration of their employment and must be returned to CCGT on completion of employment. CCGT reserves the right to withhold all or part of the termination pay owing to the staff member until the uniform is returned. The amount withheld will be calculated as the replacement cost of the item(s) not returned to CCGT.

If an apprentice or trainee is provided a uniform or safety equipment by their host employer, the same principles apply.

If a CCGT internal staff member, apprentice or trainee presents for work wearing unacceptable attire, they may be directed to go home and change before being permitted to resume work.

Costume and garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a foreseeable hazard having the potential to harm health or safety. If an employee is uncertain as to whether an item of clothing poses a foreseeable hazard, they should ask his/her Field Officer and/or Host Employer Representative (in the case of CCGT apprentices and trainees) or CCGT Senior Management (in the case of CCGT internal staff) for clarification.

WHS

Employees are required to remove any reasonably foreseeable risk to workplace health and safety. If CCGT Senior Management or a Host Employer Representative considers that a particular item of clothing or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, they may take whatever action they consider necessary to satisfactorily address the situation. Action may include directing the employee to remove the particular item of clothing or jewellery whilst in the workplace. If it is not practicable to remove the particular item, CCGT Senior Management or a Host Employer Representative may direct the employee to leave the workplace. Employees are required to comply with such direction.

All Personal Protective Equipment is to be worn whenever necessary.

Jewellery

Any item of jewellery that constitutes a foreseeable hazard having the potential to harm health or safety must not be worn in the workplace. In particular, rings or chains have the potential to become entangled in machinery and therefore pose a risk to health and safety.

Casual Days

If a "Casual Day" is implemented by either CCGT Senior Management or a Host Employer





Representative, it is expected that employees will dress in 'smart casual' clothing. If it is found that employees are abusing the privilege of 'casual days' then Host Employers or CCGT Senior Management may, at their discretion, decide to withdraw the privilege.

Endorsed by the Board of Directors on 18th May 2019

CCGT Chairman

CCGT Senior Manager

