



S^tPATRICK'S
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 3.10

Staff Dress Code

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POLICY

It is St Patrick's Technical College's aim to develop a professional educational institution, delivering quality apprentices to employers in the selected industry areas targeted by the College.

All employees are ambassadors of the College. The College therefore expects employees to manifest a professional image by maintaining neat and clean standards of grooming and attire at all times.

It is St Patrick's Technical College's policy to establish standards for grooming and attire to ensure a level of presentation consistent with the corporate image of the College.

GUIDELINES

1. This policy applies to all employees.
2. All employees are expected to maintain a clean appearance and neat professional attire at all times during working hours.
3. Supervisors or managers are responsible for ensuring employees understand this code and for enforcing it in their areas. Supervisors or managers are to exercise discretion when interpretation of any aspect of this policy is required.
4. St Patrick's Technical College endeavours to promote a professional corporate image. Except where specific dress codes for employees are prescribed from time to time, employees are to report for work in clothing of their choosing but in accordance with the following guidelines:
 - 4.1. Professional attire is required: tailored trousers or skirts, shirts, jackets and blouses. Shoes are to be clean, polished and in good condition. Refer to Appendix 1, Dress Code Standards, for an itemised breakdown of acceptable/unacceptable standards.
 - 4.2. Appropriate clothing, conforming to Work Health and Safety (WHS) standards, is expected to be worn when working in a workshop environment. Prescribed Personal Protective Equipment (PPE) is to be worn as necessary. Ties are not to be worn when working in the workshops.
 - 4.3. It is a requirement of the College that male staff wear ties at all times the exception being when working in the workshops. Staff who are teaching or working in the workshops need not wear a tie during recess or lunch breaks. All male staff are to wear ties at class periods, when on yard duty or when attending College meetings with parents, industry, business, etc.
 - 4.4. Clothing which is unsafe, distracting or inappropriately revealing or casual is not permitted. Denim jeans, sportswear (tracksuits etc), sleeveless tops or singlets, thongs, sport shoes or casual sandals are included in the range of garments employees may not wear to work.
 - 4.5. All attire is to be in good condition. Worn or wearing attire, such as falling hems, split seams or frayed edges is not permitted. Attire is to be clean and well pressed or ironed.
5. St Patrick's Technical College expects a good standard of personal hygiene to be maintained by employees. The following are guidelines:



- 5.1. Hair is to be neat and clean. Extreme hair styles (such as dreadlocks, spikes or flagrant/unusual colour) are not permitted.
- 5.2. Men are expected to be clean shaven or to maintain neat trimmed beards or moustaches. Women are expected to be moderate in their use of makeup and nail polish.
- 5.3. Personal cleanliness and hygiene are expected, including neat clean fingernails.
6. An employee reporting to work in attire not to the standards established by this code will be referred to the requirements of this policy and asked not to wear the item again. In some cases, it may be necessary to require the employee to go home and change.
7. Wilful or repeated violations of the attire and appearance code may be subject to disciplinary action.

Visitors

1. All visitors must wear covered shoes when attending workshops.
2. Visitors must also wear designated personal protective equipment as prescribed when attending workshops.

Staff Uniforms

1. A non-compulsory uniform is available for staff members who wish to wear corporate attire to work.
2. The range of items featuring College branding is available exclusively from:-
Totally Workwear Salisbury
166 Park Terrace
SALISBURY PLAIN SA 5109
3. For the addition of College branded clothing items to the non-compulsory uniform range, staff members should consult with the Principal (or delegate).
4. Staff members should consult with their financial advisor with regards to allowable tax deductions associated with the purchase and wearing of the non-compulsory staff uniform.

RELATED POLICIES

- *1.4 – Staff Code of Conduct*
- *3.11 – Disciplinary Procedures*



APPENDIX 1

DRESS CODE STANDARDS

As professionals and mentors, teachers are to be a model to students. As such, dress should be of a professional standard in line with standard business dress.

General Standards

1. Visible tattoos and/or body piercing (apart from ears) are not acceptable.
2. Hair is to be kept in a neat and tidy manner. Radical styles and colours are not acceptable.
3. Footwear such as thongs, casual sandals and sports shoes are deemed inappropriate. Safety footwear should be worn when visiting work sites or on an excursion.
4. When undertaking PE related activities, clothing is to be plain and in line with college colours.
5. Teachers are encouraged to wear appropriate hats during any outdoor activity or whilst on yard duty

FEMALE STAFF STANDARDS

Acceptable

- Business style clothing
- Jackets
- Suits
- Tailored cardigans
- Knee-length skirts
- Tailored jumpers / turtlenecks
- Business shirts or blouses
- Three-quarter length trousers
- Covered shoes or boots when attending workshops

Unacceptable

- Jeans and jean-style clothing
- Tank tops or strapless shirts or blouses
- Cargo style trousers
- Leggings
- Work short
- Clothing with non-college logos
- T-shirts
- See through clothing
- Thongs

MALE STAFF STANDARDS

Acceptable

- Business shirts – long or short sleeved
- Ties*
- Suits
- Jackets
- Tailored cardigans/jumpers
- Tailored trousers
- Covered shoes or boots when attending workshops

**Wearing ties is required unless working in the workshops.*

Unacceptable

- Shorts
- Jeans and jean style clothing
- T-shirts
- Cargo style trousers
- Tank tops
- Thongs



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