

Policy – Dress Code

Purpose & Scope

The Academy of Entrepreneurs is committed to presenting and promoting a professional image at all times. Therefore, all employees who are representing The Academy of Entrepreneurs are expected to dress and behave appropriately.

This policy is not meant to be prescriptive; employees are expected to exercise common sense in the application of a professional dress code. Where there may be certain medical, cultural or other reasons that may make adherence to this policy difficult. Employees should discuss these with their manager to determine an appropriate and acceptable solution.

Definitions

Corporate uniform – refers to the uniform that must be worn by employees in certain roles within the company.

Professional dress standard – this refers to the type of dress that promotes professionalism, respect and trust and is typically referred to as business attire

Business Casual – this refers to a more relaxed version of business attire and would include short sleeved collared shirts for men

Smart casual - allows for jeans to be worn

Smart chic – this refers to a more sophisticated version of business attire

Content

Corporate Uniform

Employees wearing the corporate uniform represent the company and the brand and, as such, must be professional at all times. This means that the full uniform must be worn and that standards of neatness and cleanliness be adhered to at all times.

Business Attire

This type of dress code covers a wide range of dress options which, at all times, must convey the professional image that the company requires.

For women, smart shirts and skirts, tailored dresses and trousers are considered appropriate.

For men, suits with collared, long sleeve shirts are appropriate with ties required, especially at formal meetings or functions. (The requirement for a tie and jacket may be deemed unnecessary where climatic conditions or other circumstances are to be taken into account)

Business Casual

For women, reasonable length dresses and skirts, neat trousers and tops such as dress shirts and polo shirts.

For men this would include open neck collared shirts, long trousers and closed shoes.

Smart Casual

This is sometimes known as 'mufti day' and employees are still required to present in a neat fashion which is appropriate for the workplace, however jeans may be worn.

Smart Chic

This is sometimes known as semi-formal. Generally speaking, women should wear a skirt or dress with a hem past the knee, or tailored dress pants with a button-down or blouse and formal shoes (ideally heels). Men should wear dress pants, with a t-shirt and suit and formal shoes.

Personal appearance

Employees should ensure that their personal appearance is consistent with the professional image that the Academy of Entrepreneurs wishes to promote and this includes a neat and tidy haircut and:

- For women, appropriate make up and jewelry.
- For men, being clean shaven.

Breaches of policy

If an employee breaches this Policy by attending the workplace or a work function with inappropriate attire or personal presentation, the employee may be asked to return home and change into more appropriate attire. The manager may require the employee to make up the time taken from the office for this purpose.

Approvals & Review

Policy review date:	30/12/2017
Policy approved by title:	Academy of Entrepreneurs Pty Ltd
Policy approved by signature:	