

Uniform Policy

July 2013

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Innovation
Transport
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Uniform Policy

Purpose

The appearance of employees reflects the image of our company and has a significant impact on the way we are viewed by our customers, employees and the general public. ITS Transport aims to provide its employees with comfortable and professional uniforms that project a good image and comply with Occupational Health and Safety guidelines.

The Policy

ITS Transport requires a high standard of personal presentation and grooming. Every employee should always be dressed neatly and appropriately for the type of work they perform. Current uniforms must always be worn when on duty and should be kept well maintained. Under no circumstances, is a superseded uniform to be worn, unless you are apart of the sales team. Sales are expected to wear the uniform where possible. The only other alternative for the sales team is a professional black pants suite.

In the event that any employee arrives for work in a way that is not in line with this policy, their Manager will advise them that they are not dressed or groomed appropriately to perform their duties, on the first occasion. They will be given the opportunity to address the issues immediately, and if necessary, to return home to change (the time to travel and change will not be paid). Any deliberate breaches of this policy could result in disciplinary action being taken against the employee. Any further incidents will be considered in breach of company policy and further action in accordance with the companies Employee Management system will come into action.

Uniforms will be supplied to relevant staff and will remain the property of ITS Transport, however full responsibility for maintenance and cleanliness will remain with the employee, including exchange of damaged uniforms.

Jewellery

Jewellery should be discrete and professional in appearance. Ear piercings are acceptable, provided the jewellery is of a conservative and professional nature, such as studs and sleepers. In order to maintain a safe workplace, wearing facial piercings other than in ears is not permitted (ie nose rings, eyebrow rings, tongue, etc).

Hair

Hair should be worn in a neat and tidy fashion and be of a discrete and professional colour and style. If Occupational Health and Safety rules require it, long hair should be worn tied back.

Tattoos

Tattoos, that could be perceived to be offensive, should be discretely covered.

National Garments

National costume and garments worn to comply with religious requirements are acceptable as long as they do not pose an Occupational Health and Safety risk and are neat and modest.

Pregnant Employees

Pregnant employees are expected to adhere to the company dress standards. If larger garments are required, please discuss a appropriate alternative with your manager.

Responsibilities

Employee

- Treat the uniform with care.
- Wear the uniform at all times during work hours.
- Ensure that the uniform is kept clean and presentable at all times.
- Ensure the uniform is replaced if it becomes faded, ripped or torn.
- Return the uniforms at the end of your contract

Manager

- Order uniforms for staff on a reasonable as needs basis.
- Ensure staff comply with the policy and adhere to the EMS policy if this Uniform policy is not adhered to.