

## **Blackwoods Presentation & Uniform Guidelines – September 2016**

### **Introduction**

Each of us represent our business to customers and the community everyday. We have designed our new Blackwoods uniforms to ensure that they not only look good but also feel good and are something you are proud to wear.

### **Purpose of this Policy**

This policy provides guidance and sets out the options available for uniforms to ensure you are safe, professional and comfortable at work.

Blackwoods uniforms have been designed with the work you do each day in mind and to keep you cool in summer and warm in winter!

Employees supplied with a uniform are required to wear it during working hours and to ensure that it is properly maintained so you always look and feel at your best.

When your uniform is no longer suitable on account of fair wear and tear it will be replaced at no cost to you.

### **Who will be issued uniforms?**

Uniforms will be issued by your manager based on your role. Permanent employees will have the same entitlement to uniforms regardless of the numbers of hours worked.

Casual or temporary employees may be issued with uniforms at the discretion of their manager, depending on their role and the duration of their employment.

Only 'uppers' (ie tops, jumpers and jackets) are provided in your uniform entitlement. Team Members issued with Blackwoods uniforms will supply their own 'lowers' which should be:

- Black trousers, jeans or skirts (not ripped or torn);
- Black cargo or work shorts (not torn or ripped).

From time to time, Blackwoods will offer 'lowers' and other additional items at highly attractive prices through the uniform web portal which employees may wish to purchase at their own cost.

Please note that if you are supplied with a Blackwoods uniform:

- you may not wear variations of the uniform or clothing provided by suppliers. Only the approved Blackwoods uniform can be worn by employees issued with a uniform.
- you may not add embroidery or alter the uniform in any way.

Employees not supplied with a uniform may purchase uniform items at their own cost or wear formal business attire, 'business casual' clothes or other clothes deemed appropriate for the position and the nature of work.

As an example only, the following minimal standards would apply for most positions within an office environment: for men, tailored shorts or trousers with collared shirts and for women, tailored dresses or skirts, shorts or trousers with knit tops or blouses.

### **Footwear**

All Team Members need to wear footwear that is appropriate for the nature of their work.

Runners, thongs, ugg boots and sandals are not suitable for work and must not be worn.

### **Jewellery**

Any jewellery that is worn should portray a professional image and not pose a health & safety risk.

### **Personal hygiene and grooming**

All employees are expected to maintain an acceptable standard of personal hygiene and grooming as considered appropriate for the position and situation.

### **Exceptions**

Clothing or jewellery worn to comply with religious or ethnic beliefs or medical circumstances are acceptable as long as they do not pose an occupational health & safety and/or hygiene risk.

To ensure a consistent and professional image and unify our teams, please note that where a Team Member attends for work not in the correct uniform they may be required to return home to change into the correct uniform and will not be deemed to have commenced work until they have done so.

### **Further Information**

If you have any queries in relation to our Uniform and Presentation guidelines please contact your local Human Resources team member.