



HALLS HEAD BOWLING & RECREATION CLUB INC

DRESS AND GROOMING POLICY 2023-2024

The objective of this policy is to ensure that all employees are aware of their obligations in relation to dress and grooming, whilst performing work for the Club.

SCOPE

The Club prides itself on presenting a positive and welcoming image to our members and guests; staff attire and grooming is an important part of this image.

This policy outlines the appropriate dress and grooming standards for all employees while working at the Club. The Club acknowledges that discrimination in the workplace is unlawful and has designed this policy to cater for male and female employees equally.

Uniforms

All employees shall be supplied with a uniform that must be worn at all times when work is being performed for the Club. The number of uniforms (tops) supplied shall vary depending on the employee's employment status.

Hair and Hands

Employees must ensure that your hair is clean and kept away from your face. This is particularly important for employees in food safety positions.

Males – if hair is long, it must be tied back using a hair elastic or hair pins, or if hair is short styled and presented in a neat and tidy manner and must not hang in front of the face. Beards and moustaches must be well groomed and trimmed regularly.

Females – if hair is long, it must be styled and presented in a neat and tidy manner. Hair must be tied using a hair elastic or hair pins and must not hang in front of the face.

All employees must present to work with neat, tidy and clean hands. Nails are to be short and neat or rounded. nail polish is permitted.

Footwear

All employees (irrespective of gender) must wear closed shoes to work. Sandals, thongs, stiletto's, high heels, etc are not acceptable. Employees will not be permitted to commence work until they are wearing the correct shoes as described in this policy.

Personal Hygiene

All employees are reminded about the importance of personal hygiene. Please ensure that you present for work clean, pleasant smelling, with fresh breath, etc.

BREACH OF POLICY

Employees will not be permitted to commence work if they are in breach of this policy. Employees will not be paid for such time that they are not in attendance at work due to your non-compliance with this policy. Employees who are unsure about acceptable dress and grooming standards should contact the Management or the Bar Manager.





The Club has an obligation to consistently apply and enforce this policy. Likewise, employees must comply with this policy.

Any employee who breaches this policy shall be subject to counselling and/or disciplinary action, which may include termination of employment.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signature

Signed:		Club President	Date:		June 2023
Signed:		Club Secretary	Date:		June 2023

Next policy review date is June 2024