

Uniforms Policy

1. Purpose

1.1 This Uniform Policy outlines the expectations of ServiceFM employees regarding uniform, appearance, and presentation.

2. Scope

2.1 This procedure applies to all ServiceFM employees, workplaces, and work activities.

3. Policy Statement

3.1 Uniforms are provided by ServiceFM for certain positions for safety and convenience, or as prescribed by the relevant industrial instrument (such as award or agreement). Uniforms may also be issued and/or made available due to the operational requirements and/or the corporate image of ServiceFM.

4. Principles

- 4.1 It is a condition of employment that employees to whom uniforms are issued, always wear the uniform during working hours, unless otherwise approved by the appropriate manager.
- 4.2 Employees are not permitted to wear uniforms specific to ServiceFM outside of ServiceFM, except whilst on official business of the company, or travelling to and from the workplace.
- 4.3 Uniforms should be worn in their entirety, including safety boots and other personal protective equipment where appropriate and not 'mixed and matched' with other non-uniform garments.
- 4.4 Uniforms are always to be regularly laundered and kept in a presentable state. Replacement will be subject to normal wear and tear. Employees are to examine their own taxation situation in relation to the deductibility, or otherwise, of uniform and laundering expenses.
- 4.5 If any uniform bearing a brand or logo becomes damaged, it must not be disposed of outside of ServiceFM. It must be returned to ServiceFM for correct disposal and replacement.
- 4.6 Employees who are negligent in the maintenance of their uniform or who deliberately damage or deface uniforms issued to them will be required to pay all costs associated with the replacement of that uniform and where necessary, may also be subject to disciplinary action.
- 4.7 Uniforms that are issued to employees must be cleaned and returned to ServiceFM upon the cessation of employment or alternatively, the employee may negotiate with other employees of ServiceFM to re-allocate the garments internally. Notification must be made of any re-allocations to ServiceFM.

5. Feedback

Feedback about this document can be emailed to compliance@servicefm.com.au

6. Endorsement

6.1 This policy is authorised, supported, and approved by:



James Pollock – Chief Executive Officer

Date: 01/04/2021