



## Standard 3.01 – Uniform and Dress Standards

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### 1. Application

This standard applies to all employees of NQBP.

### 2. Procedure

#### 2.1. Uniform Issue

Employees are encouraged to purchase and wear the corporate uniform, however, purchasing and wearing of the uniform is not compulsory. NQBP employees who opt to wear the corporate uniform are provided with a uniform subsidy of \$500 per annum. This subsidy is on a calendar year basis. This allowance is subject to review and may be changed. The allowance is to be used for issuing of corporate uniforms with company logo to project a corporate image.

NQBP will pay for the cost of the uniforms on behalf of the employee. Any clothing that has exceeded the NQBP subsidy can be deducted from an employee's pay over a period of up to five (5) fortnights. Employees are able to choose clothing combinations and decide how the subsidy is spent on the available uniform styles.

Employees should maintain a professional image whilst wearing the official uniform during and after business hours.

Outside workforce and shipping workers will be issued with uniforms in accordance with the Enterprise Agreement.

#### 2.2. Standards

##### 2.2.1. Uniform and Clothing

NQBP endeavours to consult with individual needs and to be aware of the different values and beliefs, cultural or otherwise that are associated with clothing and footwear. Clothing worn by staff should be clean, neatly pressed and maintained in good order.

When the uniform is worn, it is to be worn in its entirety. All uniforms will be embroidered with the NQBP logo. When wearing the uniform employees represent NQBP and should be mindful of their behaviour.

If the corporate uniform is not worn, suitable office attire must be worn which projects a professional image.

The wearing of casual clothing such as jeans and NQBP polo shirt should be restricted to:

- Casual Fridays;
- At NQBP social events as specified by the CEO;
- When it may be appropriate such as on occasions when staff are required to travel between ports and or who are undertaking inspections and work meetings on site; provided it meets personal protective safety requirements.

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### 2.2.2. Footwear

It is the responsibility of individual employees to purchase footwear, except for those staff whose roles require protective footwear.

All footwear should be of a professional/corporate standard and enclosed shoes are encouraged. Examples of footwear which is considered to be not acceptable are thongs/dress thongs, sandals/sneakers and sling-backs/slip-ons, where the majority of your foot is exposed or does not uphold the corporate image.

Footwear should be appropriate to the staff member's role and meet workplace health and safety requirements.

### 2.3. Inappropriate Dress Standard

The following outlines what is deemed as inappropriate clothing for the workplace:

- Slogans or pictures on t-shirts or tops containing nudity, offensive pictures or offensive language;
- Obsolete branding from a previous port authority or uniforms from previous workplaces;
- Revealing attire, that is shorts (hot-pants/cut-off jeans/sports shorts are not acceptable), crop tops, low cut necklines, clothes made from transparent material, and clothes that expose areas of the body usually covered in a corporate workplace; and
- Any items of clothing or jewellery which may present a health and safety hazard for employees who are operating machinery or equipment.

These restrictions are in place as some items of clothing may be regarded as inappropriate or offensive to some employees.

### 2.4. Disposal of Uniforms

When leaving NQBP, staff are required to dispose of any clothing or return it to NQBP. The employee has formally agreed to this condition prior to authorisation to purchase the corporate uniform.

Employees may pass their uniforms onto another employee, when leaving NQBP employment. Under no circumstances are NQBP corporate uniforms to be sold for a profit benefit.

## 3. Uniform and Dress Standards Policy, Procedure and Legislative Framework

NQBP is a Government Owned Corporation and a port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This procedure should be read in conjunction with:

- (a) Policy 3 - Human Resource Management;
- (b) Policy 2 – Compliance;
- (c) Standard 2.01 – Code of Conduct.

## 4. Standard Review Date

This standard should be reviewed by 30 June 2019

## 5. Definitions

**NQBP:** means North Queensland Bulk Ports Corporation Limited ACN 136 880 128.

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