## Purpose

The Facilities and Services Division (F&S) is focussed on achieving excellence in service delivery and to be regarded on a par with its academic colleagues at ANU. The Division has a strong customer focus and prides itself in having a professional approach to all activities undertaken. This professionalism is extended to the appearance and dress standards adopted by all staff.

This section does not cover Personal Protection Equipment/Clothing (PPE). For guidance on this subject, reference should be made to the Facilities and Services Division's Personal Protection Equipment/Clothing (PPE) guidelines.

## Process

The objective of these guidelines is to establish a framework for the purchasing and wearing of non-compulsory uniforms. They will also outline the dress standards to be observed when representing F&S in a professional capacity.

These guidelines will:

1. Provide Managers with guidance in relation to monitoring and managing the standard of dress and appearance of staff in their area.

2. Provide staff with clear guidelines for accepted standards of dress and appearance during working hours.

3. Support the image of our Division and have a significant impact on the way we are viewed by customers, employees and the general public.

4. Clarify that when wearing a uniform, all components of the uniform must be worn at the same time. Under no circumstances is a superseded uniform to be worn at work.
5. Managers are responsible for ensuring these guidelines are adhered to. In the event that an employee arrives for work in a way that is not in line with these guidelines, Managers should again explain the necessity for these guidelines to the employee, and if necessary, liaise with the HR Manager for guidance.

6. On cessation of employment, the staff member will return all items of uniforms provided by F&S under this procedure.

These guidelines cover:

- Responsibilities
- Staff Uniforms
- Business Attire
- PPE (Personal Protection Equipment)
- Other issues

**Responsibilities:**

Staff are responsible for their general presentation appearance and personal hygiene and have a responsibility to consider how others may consider their appearance. Staff must follow the standards outlined in these guidelines and must understand how these relate to their working environment, health and safety, their particular role and duties, and contact with others during the course of their employment.

Managers/Supervisors are responsible for the dissemination and implementation of these guidelines to their teams and must ensure that all new staff is aware of the required standards during the induction process.
Staff Uniforms:

Compulsory:

Compulsory uniforms will only be supplied to Security staff.

Non-Compulsory (Can be purchased by staff members):

In consultation with the ANU Uniform Committee and as part of the rebranding for the University, the ANU Marketing Office has organised for the registration and approval of a range of non-compulsory uniforms for use by ANU staff, reflecting our new brand.

The registration of these uniforms on the AusIndustry Approved Occupational Clothing Register took effect from 1 October 2011 and will assist the University in managing its Fringe Benefits Tax (FBT) liability. It is recommended that staff continue to wear the old branded uniforms, replacing items with the new ones as required, until the end of 2012. Beyond that, wearing the old uniforms will be at the discretion of the University.

For individual enquiries on claiming uniform related tax deductions, please speak with the Australian Taxation Office or your accountant.

Note: To ensure that non-compulsory uniforms are tax deductible, a requirement of the AusIndustry Approved Occupational Clothing Guidelines 2006 is that clothing should be worn as an entirety or set rather than as individual pieces.

Purchasing official ANU uniforms:

- Please refer to the Marketing Office for details of the current approved suppliers. http://www.anu.edu.au/mo/content/uniforms
- If you have a different supplier please email their details to marketing@anu.edu.au. ANU Marketing Office will contact your supplier and provide guidelines and artwork for the new ANU uniforms and organise approval.

Design:

ANU uniforms include a wide range of garment styles in charcoal grey, mid grey, light grey, stone, black and white, each with the ANU logo.
The uniforms do not include patterned fabrics. They have been designed to work with ANU name badges to identify different areas. Please refer to the Marketing Office for details http://www.anu.edu.au/mo/content/uniforms

**Standard of Dress:**

The standard of dress required by all staff is smart business attire. Typically this will include a business shirt and long trousers for males (open neck shirt is appropriate for in-house activities and informal/internal meetings). Jackets and ties are to be worn for formal meetings (clients, corporate functions, meetings with the VC or senior executives etc). Appropriate blouse, shirt, skirts or slacks for females. Jeans are deemed not to be appropriate business attire (unless warranted by specific activity). Whilst at work, presentable footwear should be worn at all times. Thongs and runners are not acceptable. All garments must be clean, pressed and free from holes. F&S expects all employees to wear clothing which meets a presentable standard for their particular workplace ensuring our professional image is portrayed at all times.

**Tropical Climate Standard of Dress:**

**Women**

- Skirt and shirt/dress
- Tee-shirt with ANU monogram
- Shorts and shirt/dress tee-shirt
- Long pants and shirt-dress tee-shirt
- Dress
- Dress sandals or shoes
- Light weight Jumper or cardigan on cold dry season days.

**Men**

- Short sleeved business shirt or Polo Top with ANU monogram
- Optional long or Bermuda length business pants.
- Business shoes or Dress Sandals
- Short or long socks
- Light weight cardigan or jumper on cold dry season days.
In choosing attire staff members are asked to use common sense and not wear clothing that might:

- Introduce a safety hazard;
- Compromise any safety requirements to wear protective equipment.

**Personal Protective Equipment (PPE)**

Compulsory PPE is not discussed in these guidelines. Please refer to the relevant guidelines in respect to PPE.

**Other Issues:**

Any issues arising from visible body piercings and visible tattoos will be dealt with on a case by case basis.
| **Responsible Officer** | General manager – Corporate Services  
Facilities and Services Division |
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