



DRESS CODE

The purpose of this Dress Code Policy is to ensure a professional, safe, and consistent appearance for all employees while maintaining compliance with health and safety regulations on Gore Earthmoving Pty Ltd (GEM) job/construction sites/depots.

This policy applies to all employees, subcontractors, and visitors while on company premises, job/construction sites, or during work-related activities. This includes travel in company vehicles other than private use previously approved by the Director/General Manager.

General Guidelines:

All employees and contractors are expected to adhere to the following general guidelines and standards (including but not limited to the below):

1. Safety Gear:

- Personal Protective Equipment (PPE): All employees must wear the required PPE for their role at all times. This includes, but is not limited to:
 - Hard hats (where approved/required by site requirements)
 - High-visibility long sleeve shirts
 - Work-wear specific long pants or jeans
 - High-visibility vests or jackets
 - Steel-toed boots
 - Safety glasses or goggles (if applicable)
 - Hearing protection (if applicable)
 - Gloves (if required by task)
 - Respirators or dust masks (if required by task)

2. Clothing:

- Workwear: All clothing should be appropriate for the task at hand and in good condition. Employees must wear work-appropriate clothing that provides coverage for arms and legs. Torn, excessively worn, or inappropriate clothing is not acceptable.
- Fit and Comfort: Clothing should be well-fitted to avoid potential safety hazards (e.g., loose clothing getting caught in machinery).
- Office attire: Clothing will be in accordance with the current uniform style guide, WHS guidelines and financial authorised limit, as approved by the Director / General Manager.
- Hats: Gore bucket hat required for GRC council works, or other client specific projects where directed.
- Operator: GEM mobile plant operator high-visibility long sleeve shirts will be yellow and supplied by the company embroidered with company logo and employee first name (no nicknames)
- Workshop: GEM workshop high-visibility long sleeve shirts will be orange and supplied by the company embroidered with company logo and employee first name (no nicknames)

3. Prohibited Attire:

- Shorts, Track suit pants.
- Clothing that could pose a safety risk, such as open-toed shoes, sandals, or loose jewelry etc.
- Other items not consistent with company directive and safety requirements.
- Other items not GEM branded, unless authorised by the Director / General Manager

4. Footwear:

- Safety Boots: All employees must wear steel-toed boots that meet safety standards. Footwear should provide adequate protection, support, and traction.
- No Open-Toed Shoes: Open-toed shoes, sandals, or thongs/flip-flops are strictly prohibited in all areas of business.

5. Hygiene and Grooming:

- Employees should maintain good personal hygiene while adhering to safety and work standards.
- Long hair should be tied back to avoid entanglement in machinery or equipment.
- Beards or facial hair must not interfere with the proper use of safety equipment such as respirators or face shields.





6. Weather-Appropriate Clothing:

- In extreme weather conditions (hot or cold), employees must wear appropriate high-visibility clothing that helps regulate body temperature while maintaining safety standards (e.g., insulated outerwear for cold weather, cooling vests for hot weather).

7. Worksite-Specific Clothing:

- Certain sites or tasks may require specific clothing, such as flame-resistant clothing, chemical-resistant gear, or other specialized apparel. Employees must comply with these requirements as outlined by client directives or safety guidelines.

8. Subcontractors and Visitors:

- All subcontractors and visitors to a GEM job/construction site must follow the same safety dress code as employees, including the wearing of required PPE.

Non-Compliance:

Non-compliance with this policy and any associated procedure by employees may result in disciplinary action up to and including termination.

Conclusion:

By adhering to this Dress Code policy, employees and contractors also help ensure their own safety and the safety of their coworkers while maintaining a professional work appearance and environment. This policy is designed to support a safe, efficient, and professional working environment while meeting industry regulations and standards.

Authorised by

Michael Gore
Director
Gore Earthmoving Pty Ltd

