



GEMS
CHRISTIAN
EDUCATION

GEMS Christian Education Ltd

**This policy applies to:
Emerald Christian College
ECC OSHC
Ontrack College
Little Gems**

GEMS EMPLOYEE DRESS POLICY



EMERALD
CHRISTIAN
COLLEGE
LEARNING FOR LIFE



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PURPOSE

At GEMS Christian Education Ltd we expect a standard of dress consistent with the professional position held and appropriate to our particular situation.

PRINCIPLES

There are three levels of concern when considering how Employees should dress - the Personal, the Public and the Professional.

The Personal Dimension:

How we dress can be an important way for us to demonstrate our individuality. We can demonstrate our personal creativity and uniqueness, with our attire. However, we must consider the effect that this has on others if we wish to express our personal selves in a professional manner. Thus we must also consider...

The Public Dimension:

We are not individuals living in a vacuum, and our Corporate life must reflect the expectations of our community. We must therefore also consider...

The Professional Dimension:

The classroom is a distinct place. It should be a place of deepening understanding and open relationships - and this occurs around the highly disciplined art of teaching and learning. We thus have to consider that our dress code reflects a culturally appropriate level of self discipline, according to the age group we are teaching.

SCOPE

This Policy applies to all Employees of GEMS Christian Education Ltd and is to create a standard of dress appropriate to the Corporate image that GEMS Christian Education is endeavoring to create in the community. It will complement the dress standards we expect of our own Students.

RELEVANT LEGISLATION AND POLICIES

- GEMS Employee and Volunteer Code of Conduct
- GEMS Employee Handbook
- GEMS Foundation Statements
- GEMS Student Dress Standards Policy
- GEMS Workplace Health and Safety Policy

DEFINITIONS

- a) **The Company** - refers to GEMS Christian Education Ltd as a whole, its Employees, Properties, Assets, etc...
- b) **Campuses** - properties under the Company (Little Gems, Emerald Christian College and Ontrack).
- c) **The Board** - refers to the Directors and Board Members of Gems Christian Education Ltd.
- d) **Chair of the Board** – Elected Chairperson of the Board.
- e) **The Executive Principal** - refers to the person responsible for all Company operations.

- f) **The Business Manager** - refers to the person responsible for administration and finances of GEMS Christian Education Ltd.
- g) **The Principal** - the current Principal of each Campus.
- h) **The Executive** - Heads of each Campus/Department.
- i) **Policy** - refers to this Policy – any other Policy will be referenced by full name.
- j) **Employees** - all Employees of GEMS Christian Education Ltd, including but not limited to Teachers, Administration, Auxiliary, Trainees, etc...
- k) **Students** - refers to all Students under GEMS Christian Education Ltd.
- l) **Parents/Carers** – Parents, Guardians and Carers directly responsible for the care and needs of individual Students.
- m) **Visitors** - includes Parents, Guardians and Carers of Students as well as Members of the Public.
- n) **Volunteers** - anyone who is permitted to act in the capacity of a Volunteer for GEMS Christian Education Ltd.
- o) **Workplace** - a place where work is carried out for the Company and includes any place where a Worker goes, or is likely to be, while at work.
- p) **Worker** - anyone who is carrying out works for the Company and includes Employees, Visitors, Volunteers and Contractors.
- q) **Suppliers** - Businesses or Individuals who supply goods or services to GEMS Christian Education Ltd.
- r) **Other and/or Persons** - anyone not listed above.
- s) **PPE** - Personal Protective Equipment.

1. Dress Code

For Teachers and the Executives at GEMS Christian Education Ltd appropriate modified business attire should be worn by both male and female Employees when they are on official duty or attending functions.

Employees have a corporate shirt which may be ordered through our nominated local supplier. Navy/ black skirts, tailored slacks or long knee length shorts are to be worn with the Corporate uniform shirt.

At GEMS Christian Education Ltd one external indicator of self-discipline for Students is learning to dress well, according to the occasion. We expect this principle to be also reflected by Employees, such that dress and appearance is comparable to Student dress and appearance expectations. We would similarly ask Employees to be mindful of formal occasions and to dress accordingly. Another aspect of professionalism is having due regard for Occupational Health and Safety issues, e.g. closed-in shoes wherever there is risk, control of loose clothing and hair in at-risk work areas, wearing particular necessary clothing under a physician's advice, etc...

2. Headwear

Employees have a particular responsibility to model the wearing of hats. Employees on playground duty, coaching sporting activities or working outdoors should wear a hat and encourage Students to do the same.

3. What is Acceptable or Not

In order to clarify some areas that may be uncertain, the following is specifically set out:

- a) Facial piercings should be restricted to small and discreet piercings, examples of items considered not acceptable:
 - nose rings
 - ear expanders
 - eyebrow rings
 - tongue piercings
 - if uncertain please inquire prior to obtaining the piercing
- b) Track and stretch pants should be confined to sporting activities.
- c) Denim is not considered appropriate dress for general Employee attire.
- d) Singlet tops should not be worn.
- e) Tattoos - other than small discreet tattoos, all tattoos should be covered with clothing: sleeves, long pants etc. An exception can be gained at the discretion of the Principal. The purpose is to avoid undue distraction and attention being drawn to a particular person and their tattoo art.
- f) All Employees are to dress appropriately for their daily tasks, particularly in relation to protective clothing.
- g) An approved Corporate wardrobe is available for all employees
- h) No bare flesh should be visible between tops and pants/skirts.
- i) Casual wear may be worn on Student Free Days and at Sports Carnivals if appropriate. This exemption does not apply if the Teacher or Executive has an interview with a Parent/Carer on that day.
- j) There are some excursions where leisure wear is appropriate (such as camps) however, excursions which require Teachers and Students to be 'on display' to the general public would require business wear and not leisure wear.

There are sure to be occasions when the dress code above is not clear in its direction. When in doubt please err on the side of business attire.

If in doubt, please consult with the Executive Principal.

4. Uniform Allowance

The current allowance is \$120.00 on initial employment once the probationary period is completed. Casual and Part time employees doing less than 50% workload will get a proportion of the allowance.