



## UNIFORM AND DRESS CODE POLICY

### PURPOSE

The purpose of this Dress Code Policy is to ensure all Altaira employees maintain a professional, safe, and hygienic appearance that reflects the quality of care provided.

Uniform standards support:

- Infection prevention and control
- Patient and client safety
- Professionalism and organisational reputation
- Consistency across clinical, community based and office-based roles.

### SCOPE

This policy applies to all Altaira employees including clinical, community-based, and office staff.

### GENERAL REQUIREMENTS

All Altaira employees must:

- Wear the approved Altaira **uniform for your role** (including uniform top, trousers, and appropriate footwear) or business casual attire for office employees.
- must be worn as intended; **long-sleeved tops or other clothing worn underneath Uniforms the uniform top are not permitted**, unless approved for religious or cultural reasons and do not compromise infection control.
- Jumpers, cardigans, or other outer layers may be worn for warmth, but **sleeves must be kept above the wrist** (below the elbow) to maintain infection control standards.
- Wear their **ID badge / Name Tag** while on duty ensuring it is visible at all times
- Maintain a clean, tidy, and professional appearance at all times.
- In clinical and community-based settings, **long hair must be tied back** to prevent interference with standard precautions
- Practice good personal hygiene and ensure clothing is free from stains, odours, and damage.

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## JEWELLERY

To maintain hygiene and safety standards, jewellery must be minimal and appropriate for the workplace:

### *Permitted*

- Simple stud earrings
- Plain wedding/engagement rings
- Religious or cultural jewellery that cannot be removed, provided it does not interfere with clinical care or safety

### *Prohibited*

- Dangling earrings, large hoops
- Bracelets, bangles, or wrist jewellery
- Necklaces or chains that hang below the collar
- Rings with stones or sharp edges that may pose a hygiene or safety risk
- Wrist watches
- **Fingernails:** Fingernails must be short, clean, and natural. Artificial nails and nail polish are not permitted.

## CLINICAL AND COMMUNITY-BASED (NON-OFFICE STAFF)

Employees working in care, clinical, or community settings must wear the approved Altaira uniform for every shift. *Refer to Page 2 – Uniform Guide Table.*

## OFFICE STAFF

Office employees are required to wear business casual attire that is neat, clean, and professional. Clothing should be appropriate for a professional office environment.

## NON-COMPLIANCE WITH THIS POLICY

Compliance with this policy is mandatory. Non-compliance may result in:

1. Being asked to return home to correct attire.
2. A discussion with the employee's manager.
3. Formal performance management for ongoing non-compliance.

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## UNIFORM GUIDE TABLE

<p><b>NURSES AND PERSONAL CARE WORKERS</b></p>	<p><b>Required Uniform Items</b></p> <ul style="list-style-type: none"> <li>• Altaira Grey scrub top</li> <li>• Black trousers</li> <li>• Black closed-in shoes</li> </ul> <p><i>Long sleeved tops, jumpers, cardigans, etc. are prohibited whilst providing clinical care, in keeping with ‘Bare below the Elbow’ principles.</i></p>	
<p><b>HOSPITALITY AND CLEANERS</b></p>	<p><b>Required Uniform Items</b></p> <ul style="list-style-type: none"> <li>• Altaira Black Polo top</li> <li>• Black trousers</li> <li>• Black closed-in shoes</li> </ul>	
<p><b>ALLIED HEALTH TEAM</b></p>	<p><b>Required Uniform Items</b></p> <ul style="list-style-type: none"> <li>• Altaira Health Polo top</li> <li>• Black trousers</li> <li>• Black closed-in shoes</li> </ul>	

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