

Uniform and Presentation Policy



GSS Group
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Purpose

GSS Group is committed to always presenting a professional company image to both our customers and the public.

This Policy informs employees of the GSS Group dress code expectations and guidelines for everyday professional presentation. It includes the procuring, wearing and maintenance of uniforms where applicable, the requirements for identification badges/cards and maintaining good personal hygiene and grooming.

Application

This Policy applies to all GSS Group sites within Australia. This Policy supersedes in its entirety all previous policies regarding uniforms.

Definitions

Uniforms:	Uniforms are distinctive garments which identify a person as a GSS Group employee and project a consistent professional image. Uniforms are to be fit for purpose for work performed and may also include specific footwear and personal protective equipment. (PPE).
Personal hygiene:	Personal hygiene may be described as the principle of maintaining cleanliness and grooming of the external body. Good personal hygiene is one of the most effective ways to protect ourselves, and others, from illness.

Policy

- Employees should always be dressed neatly and appropriately for the type of work they perform. This includes wearing appropriate uniforms and footwear.
- Uniforms are to be fit for purpose and must only be ordered through GSS Group.
- GSS Group employee safety must not be adversely affected by the standard of uniform, personal grooming or jewellery worn. Fabric, cut, style and uniform components must be suitable to the environment of the wearer, tasks performed, and laundering required.
- It is the employee's responsibility to maintain their uniform and report uniform faults to their manager.
- An employee who engages in misconduct while wearing a GSS Group uniform, including outside of work hours or through use of social media, may be subject to disciplinary action.
- Personal hygiene is of the utmost importance. Out of courtesy to customers, visitors and colleagues and in the interests of infection control, employees must also always maintain good personal hygiene.

Guidelines:**Responsibilities****Managers must:**

- Advise employees on acceptable dress standards for their position and department/service in the organisation including the requirement to wear a uniform if required.
- Ensure employees always adhere to professional presentation standards.

Employees must:

- Ensure uniforms are worn in their entirety and as specified.
- Ensure uniforms are kept clean and well maintained.
- Not engage in conduct while wearing company uniform that may bring the company into disrepute. This includes posting images of oneself in uniform on social media.

Maintenance of uniforms**Cleaning**

Uniforms must be kept well maintained. Full responsibility for maintenance and cleanliness of uniforms remains with the employee.

Faults

Any faults with uniforms must be reported to the site supervisor immediately so that item can be repaired or replaced. Any concerns with the effectiveness of uniforms must be communicated to the supervisor/manager for immediate review.

Employees who declare any allergy to the corporate uniform should advise their supervisor/manager who will assess and in consultation with contract/site manager to determine the need for an independent medical assessment under the WHS program.

Return of uniforms upon termination of employment

Uniforms will remain the property of Spotless. On termination of employment all uniforms and identification badges supplied by Spotless to the employee are to be returned.

Consequences for Non-Compliance or Breaches

It is the responsibility of all managers and employees to ensure this policy is adhered to. Failure to do so may result in disciplinary action, up to and including termination of employment.

Endorsed by:

Imran Mukhtar

Managing Director February 2026

