

Workplace Hygiene Policy



GSS Group
ABN: 12 668 595 382
F01/122 Studio Ln, Docklands VIC 3008

Date: 03/02/2026
Review: 01/02/2027

1. Purpose

GSS Group is committed to providing a safe and healthy environment for its employees, contractors, volunteers and members.

This policy has been developed to ensure that all employees understand the importance of appropriate grooming and hygiene in the workplace or when representing GSS Group.

2. Application

This policy applies to all employees, contract workers, and temporary staff of GSS Group.

3. Definitions

3.1. Personal hygiene

Personal hygiene may be described as the principle of maintaining cleanliness and grooming of the external body. The human body can provide places for disease-causing germs and parasites to grow and multiply. These places include the skin and in and around the openings to the body. It is less likely that germs and parasites will get inside the body if people have good personal hygiene habits.

Uniforms are distinctive garments which identify a person as GSS Group employee and project a consistent professional image. Uniforms are to be fit for purpose for the work performed and may also include specific footwear and personal protective equipment.

3.2. Workplace and working from home

Workplaces are the locations where GSS Group employees work. This includes office buildings, factories and home offices.

Employees must understand that if working from home, their home becomes an extension of GSS Group workplace and so this policy should be adhered to when working from home.

4. Policy

4.1. Personal hygiene

(a) All employees are expected to practice the following proper hygiene

habits in the workplace:

- (i) maintain general body cleanliness; turning away from other people and covering the nose and mouth with a tissue or the hand when coughing or sneezing;
 - (ii) cover any cuts or abrasions with a waterproof dressing;
 - (iii) do not share personal items; and
 - (iv) regularly wash hands with antibacterial soap.
- (b) Employees that maintain regular in-person contact with customers are required to wear uniforms or other appropriate business attire.
- (c) Subject to the relevant Award, enterprise agreement, collective agreement or contract of employment applicable to the employee, where GSS Group requires a uniform to be worn, the company may:
- (i) Provide sufficient, suitable and serviceable uniforms; or
 - (ii) Pay a uniform allowance.
- (d) Employees are responsible for maintaining clean uniforms.

4.2. Cleanliness and work

- (a) Employees must report all safety concerns and incidents.
- (b) Employees must maintain a clean and uncluttered workstation.
- (c) Employees are responsible for maintaining a clean kitchen environment.

4.3. Tobacco smoking

Smoking of tobacco is not permitted in GSS Group's business premises and workplaces other than:

- (a) during designated break periods; and
- (b) only in approved designated smoking areas.

4.4. Infection Control

- (a) Infectious Virus Protection

All employees are expected to practice the following to avoid the spread of infectious diseases:

- (i) washing hands before and after eating and handling food and waste;
- (ii) covering coughs and sneezes;
- (iii) promoting good respiratory hygiene; and
- (iv) consulting national travel advice before going on business trips.

4.5. AIDS/HIV Protection

GSS Group staff are instructed not to handle blood spills or other body fluids without the use of gloves available in the first aid kit. If there is a major concern, then external professional assistance should be sought.

Endorsed by:

Imran Mukhtar

Managing Director February 2026

A handwritten signature in black ink, appearing to be 'Imran Mukhtar', written over a horizontal line.