



CATHOLIC ARCHDIOCESE  
OF MELBOURNE

**DRESS CODE POLICY**

**POLICY ADMINISTRATION SCHEDULE**

<b>Policy Owner</b>	Human Resources
<b>Who the Policy applies to</b>	All employees of CAM
<b>Approval authority</b>	Executive Director Administration
<b>Inaugural Approval Date</b>	November 2018
<b>Next Review date by Policy Owner</b>	November 2020
<b>Related documents and Policies</b>	N/A

## **1. PURPOSE AND OBJECTIVES OF THE POLICY**

Personal presentation impacts greatly on our work environment and influences office morale and motivation. The dress and presentation standard of our staff is also a central element of the Catholic Archdiocese of Melbourne's image and the work we perform.

As a result, this policy aims to ensure that employees understand the expected standard of dress to ensure a consistent and high level of professional presentation. The Archdiocese reserves the right to request an employee to dress appropriately as a condition of employment.

We expect that all employees will ensure that they present themselves in a clean, neat and professional manner at all times.

## **2. BUSINESS ATTIRE**

Employees should dress according to their known work schedule, particularly taking into account planned contact with agencies and external stakeholders ensuring the standard of professionalism that the Archdiocese seeks is maintained.

We expect employees to dress appropriately in business attire. The work environment for diocesan staff also requires a high level of professionalism. Appropriate business attire instills in external parties a level of confidence that they can trust our judgment and recommendations.

Proper business attire at work for men includes suits, sports jackets and pants that are typical for a formal business environment. For women, business attire includes pant and skirt suits, dresses, pants, skirts, dress tops, knitwear and jackets appropriate for a formal business setting.

Acceptable clothing is defined as:

- Collared and crew neck shirts, blouses, tops
- Suits, smart trousers, pants, skirts, dresses
- Neck ties, scarves, sports jackets, vests
- Dress shoes – enclosed toe shoes should be worn when not in a business office setting to avoid injury
- When required, Personal Protective Equipment (PPE) or safety gear must be worn

## **3. SMART CASUAL CLOTHES**

Employees can wear appropriate smart casual clothing on Fridays, subject to their known work schedule and meeting commitments. In the event of meetings with external parties and/or stakeholders, business attire is to be worn. Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. We expect that your work attire, although smart casual, will exhibit common sense and professionalism.

Our work environment encourages employees to dress comfortably for work. Please do not wear anything others may find offensive or make people feel uncomfortable. This includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to sexuality, race, gender and ethnicity.

## **4. UNACCEPTABLE CLOTHING**

- All clothing must be work-appropriate – clothes that are typical in exercise workouts and outdoor activities such as active wear and beach wear are not allowed.
- All clothing must project professionalism – clothes that are revealing or too tight such as tank tops, off-the shoulder tops, halter tops or spaghetti strap tops are not allowed.
- All clothes must be clean and in good condition – discernible rips, tears or holes are not allowed.
- Employees must avoid clothes with stamps that are offensive or inappropriate.
- Clean smart footwear is compulsory – sports shoes/runners, thongs, scuffs and bare feet are not appropriate for the office.

We are all responsible for our appearance at work. Please be mindful that this is a workplace and appropriate dress is expected at all times.