

WORK PLACE ATTIRE POLICY

ACTIVITY: OUTDOOR BEACH VOLLEYBALL

LOCATION: ALL LOCATIONS

DATE: 12th September 2019

VERSION: 2.0

1. Policy brief & purpose

1.1. Our work place attire policy outlines how we expect our employees to dress at work. Employees should note that their appearance matters when representing our company in front of clients, visitors or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture.

2. Scope

2.1. This policy applies to all our employees.

3. These dress code rules always apply:

- 3.1. All employees must wear Vic Beach clothing as available.
- 3.2. All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.
- 3.3. All clothes must be work-appropriate.
- 3.4. All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.
- 3.5. Employees must avoid clothes with stamps that are offensive or inappropriate.

Version	Date	Changes
1.0	25 th October 2018	New Policy
2.0	12 th September 2019	Re-formatted

