

## UNIFORM POLICY

Each team member is expected to take good care of their presentation and uniform to promote the best image for the practice. It is vital to have consistency in our dress code for all of the team and there must never be any casual days. Patients must receive the same level of presentation at any time of the day or week.

### Guidelines

- No piercings except for conservative earrings (no hoops or dangling earrings)
- No acrylic nails or nails longer than a quarter of an inch and neutral colours to be worn
- No cleavage to be shown
- No open toe shoes, only closed shoes for occupational health and safety
- No exposed midriffs
- No bracelets

### Grooming:

- Clean shaven or facial hair to be tidy for men
- Professional dental hygiene every 6 months
- Uniforms must be ironed
- Uniforms to be immaculately clean and well fitting
- Name tags worn at all times on the upper right hand chest area
- Scrubs/tunics must be removed when leaving the premises or having lunch for safety/cleanliness purposes and Dentist jackets to be removed when arriving or leaving for home

### FRONT OFFICE STAFF

- Long hair must be tied up and away from your face
- Minimal jewellery
- Conservative makeup and hairstyle is appropriate

### CLINICAL TEAM

- Long hair must be tied up and away from your face
- No acrylic nails or nails longer than a quarter of an inch, no nail varnish to be worn in the clinical settings
- Closed in shoes
- No hand jewellery worn in the surgery
- No sleeves/cardigan to be worn underneath your jacket or scrubs

The Practice Manager will keep a uniform log of all the employees and what uniforms they have been provided. It is a requirement that all equipment given to staff is returned on resignation or termination prior to the final pay being reconciled. Payroll will require confirmation from the PM that all equipment including name badges and uniforms are returned prior to release of final pay.

All uniforms must be ironed and cleaned and it is the Practice Managers responsibility to ensure all staff have immaculate presentation.

Any new uniforms to be ordered where they are looking as if they require replacement, the PM must fill in a Uniform Request form and send it to Gilda at head office to approve. If uniforms are ordered at the practice level, approval is still required before the order is placed. Any new uniforms must be noted on the Uniform log to ensure that it is up-to-date.

All returned uniforms should be kept with care for any new staff that may require them.

All staff wearing the ADG uniform are representing the brand and must be conducting themselves with utmost professionalism and behaviour. Not doing so will be in breach of company policy.

#### **NUMBER OF UNIFORMS SUPPLIED BY ADG**

All full-time staff will be provided 2 tops (bottoms to be supplied by the employee in the colour that is part of the practice's uniform). All PT and Casual staff will be provided with 1 top. If there has been significant damage/wear and tear that the PM deems necessary for a new top to be issued, then a Uniform Request Form can be filled in for a replacement.

All uniforms issued must be documented in the Uniform Log and upon completion of work with ADG, it is expected that these uniforms are returned to the practice and once an Exit interview has been completed and all items returned then Payroll must be informed so that they can release the final pay.

The Log may be requested by Gilda from head office so that we have an accurate record of all uniforms that have been allocated and distributed.