

## Objectives

The appearance of employees reflects the image of our company and has a significant impact on the way we are viewed by our customers, employees and the general public. Instant Products Group will aim to provide its employees with comfortable and professional uniforms that project a good image and comply with Occupational Health and Safety guidelines.

## Strategy

Employees should always be dressed neatly and appropriately for the type of work they perform. Current uniforms must always be worn when on duty and should be kept well-maintained.

Every employee must adhere to the Uniform Policy and details are outlined in the Human Resource Manual Procedure. Managers are responsible for ensuring that these guidelines are met. The standards apply to all employees regardless of their location within the business.

Uniforms will be supplied to all staff and will remain the property of Instant Products Group, however full responsibility for maintenance and cleanliness will remain with the employee.

## Implementation

The Managing Director of Instant Products Group shall ensure that all necessary resources and support will be available to ensure the successful application of this policy. This policy applies to all Instant Products Group employees, and other personnel as directed from time to time involved in activities relating to Instant Products Group.



**Scott Rawson**

Managing Director  
Instant Products Group

Review Date: 10 March 2020  
Next Review Date: 10 March 2021