

Dress Code & Personal Hygiene

Why do organisations have a dress code?

Employers often have a dress code that employees need to follow when at the workplace.

At work, you often work alongside customers and clients, so what you wear at work can affect the company reputation.

How you dress is important because you are representing the company you work for.

Dressing in attire that meets an employer's dress code sends a visual message that you are professional and take your role seriously.



Dress code

- All employees must be clean and well-groomed. All clothes should project professionalism.
- Clothes that are too revealing, see-through or tight are not appropriate for work.
- All clothes should be clean (not smelly) and in good shape.
- Rips, tears and holes in work clothing are not appropriate.
- Employees should never wear clothes with offensive, inappropriate or profane language statements. Clothing should not promote causes that include politics, religion, sexuality, age, gender or ethnicity.

Different teams and workplaces can have different dress code rules (for example: casual Friday's)

If you are unsure what is appropriate for your workplace you could ask your manager.



Office Dress Code



- Long or short sleeve button up collared shirts (tucked in)
- Business trousers
- Dress or business shoes
- Appropriately fitted tops and blouses
- Dress pants
- Professional business tie
- Business skirts
- Appropriate comfortable footwear



- Dirty, ripped and unironed clothes
- Messy or dirty hair
- Unconventional haircut or colour may not be suitable in some workplaces
- Revealing clothes
- Jeans, shorts, singlets
- Thongs
- Runners (some workplaces will allow runners so its always best to check)
- Body piercings and tattoos may need to be covered in some jobs (again just check with your manager)

Ways to gain appropriate clothes for work

If finances are an issue, there are other ways you can gain appropriate clothing for your workplace:

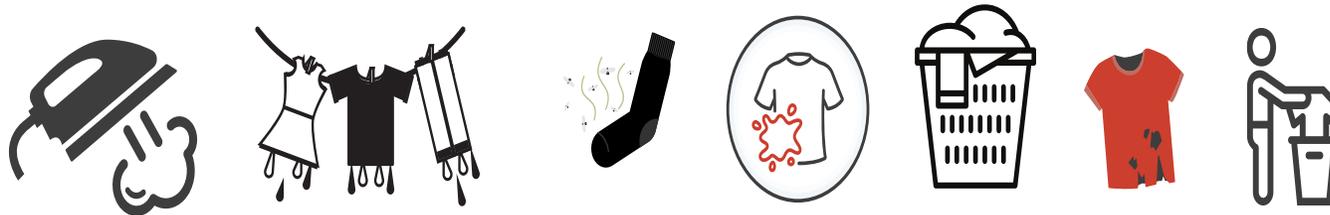
- Go op shopping
- There may be charities for interview and work clothes
 - ✓ Dress for Success
 - ✓ Fitted for Work
 - ✓ Working Wonders



Clothing requirements

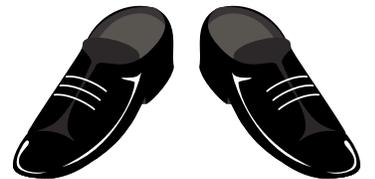
Regardless of where you work the following points apply:

- Wash your work clothes once you have worn them
- Hang or fold and put away your clean and dry work clothes
- Replace work clothes when they become worn out or acquire holes or stains.



Sensory sensitivities

- Clothing and personal hygiene products can be challenging due to sensory sensitivities
- Consider finding clothes and routines that work for you whilst maintaining workplace dress standards.
- For example, you could find shirts made from soft fabrics, shoes that are comfortable yet still appropriate for the work environment, and personal hygiene products that are not unpleasant for you.



Personal hygiene requirements

- Good hygiene
 - ✓ Apply deodorant or antiperspirant daily
 - ✓ Brush your teeth daily
 - ✓ Wear clean clothes.
- When washing clothes, sometimes clothes need to be soaked to remove body odour smells.



End of Module Discussion

