

Workwear Policy

KM Dass Cleaning Services Ltd (KM Dass) is committed to presenting a professional image at all times. The appearance of our staff reflects the image of our Company and has a significant impact on the way we are viewed by clients, and the general public.

Scope

This policy applies to all KM Dass employees and operatives.

Overview

Employees and operatives should always be dressed neatly and appropriately for the type of work they perform. Current workwear must always be worn when cleaning and should be well maintained. Full workwear must be worn for Training and all prestart contract site walkthroughs.

Every employee and operative must adhere to the Workwear Policy and Procedure. The standards apply to all employees and operatives whether full time, part time or casual. KM Dass reserves the right to provide the correct workwear and charge the cost to the employee or operative in circumstances where the policy is not being met.

Employees and operatives are required to have a high standard of personal presentation, hygiene and grooming.

Any breach of the KM Dass policy may result in disciplinary action being instigated.

Workwear Items

Employees and operatives must wear KM Dass Workplace clothing at all times when cleaning at client sites.

The following conditions also apply:

1. Black or dark grey pants/shorts must be worn at all times. **No** tracksuit pants or blue jeans are to be worn at any time.
2. Closed toe shoes with non slip rubber soles are to be worn at all times. Open toe shoes must never be worn. **No** thongs or sandals can be worn at any time.
3. Safety shoes may be required at some sites which will be determined during the Pre-start Risk Assessment.
4. KM Dass reversible vests may be worn over the polo tops in cooler weather. **No** other type of jacket is to be worn over the top of the polo shirt.
5. The wearing of workwear for training is mandatory. **No** workwear - **No** training.

Jewellery

Jewellery should be kept to a minimum and be professional in appearance.

Hair

Hair should be worn in a neat and tidy fashion and be of a discrete and professional

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colour and style.

Responsibility

Customer Service Managers

- Always ensure the clothing standards are complied with to present a professional image of KM Dass
- Ensure all team members have an adequate supply and that the workwear is clean and presentable at all times
- Actively promote and support professional image
- Review workwear during site inspections
- Discuss any breach of the policy with the relevant team member

Employees and Operatives

- Take responsibility and accountability for meeting the dress standards set out in this policy
- Ensure that the workwear is maintained in a clean and presentable condition at all times
- Ensure that the workwear is replaced if required

To grow the KM Dass brand which will assist the growth of the KM Dass business it is very important that all employees and operatives wear the KM Dass branded clothing and appear clean and presentable at all times.

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Position: Managing Director, KM Dass Cleaning Services Ltd