

## NECOM Staff Dress Code policy

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Created by	HR & Operations Manager	Created on	10 September 2024
Responsible person	HR & Operations Manager	Scheduled review date	9 September 2025

### 1.0 Purpose

NECOM is a highly respected music education institution and maintains a distinguished reputation within the community. The standard of dress is expected to reflect this esteemed position and reinforces the regard in which our staff are held in the wider community. Therefore, the purpose of this document is to detail the guidelines on dress and appearance whilst representing NECOM. It is important that staff members are identifiable, in NECOM Uniform, at NECOM events and concerts. This assists in Child Safe Practices for both staff, students and parents.

### 2.0 Scope

These guidelines apply to all teaching and administrative staff at NECOM, whether engaged as a direct employee or contractor, and are to be adhered to in conjunction with the NECOM Code of Conduct.

Three categories and associated requirements apply:

1. Dress Code for day-to-day work, such as teaching, applicable when undertaking any work for NECOM
2. Dress Code for when performing in NECOM concerts and events
3. Dress Code for when performing in Formal community concerts, as a NECOM staff member

### 3.0 Approach

Staff are expected to at all times present a professional image to students, parents and the public. This is an ongoing requirement of representing NECOM.

Staff are required to present a neat appearance and are not permitted to wear denim clothing, ripped, frayed or dishevelled clothing, athletic wear, tight, revealing or otherwise inappropriate items. Nor are they permitted to wear clothing with inappropriate slogans or advertising. Music Therapy and Early Childhood staff are permitted to wear practical clothing that enables the requirement of the role to be undertaken.

Any staff member who does not meet the attire or standards set by NECOM will be required to take corrective action, for example leaving the premises to change. Hourly-paid employees will not be compensated for any work time missed because of failure to comply with designated workplace standards.

#### Shoes and Footwear

Smart professional and practical footwear, such as dress shoes, oxfords, loafers, boots, flats, dress heels, and backless shoes are acceptable. Athletic shoes, tennis shoes, thongs, flip-flops and slippers are not acceptable unless prior permission, in exceptional circumstances, has been granted by the

HR & Operations Manager. Music Therapy and Early Childhood teachers are permitted to wear socks or bare feet, as this assists with the requirements of the role.

#### Accessories and Jewellery

Tasteful, professional ties, scarves, belts, and jewellery are encouraged. Jewellery should be worn in good taste, with conservatively, acceptable, limited visible body piercing. Tattoos and body art should not be visible.

#### Reasonable Accommodation of Religious Beliefs

NECOM recognizes the importance of individually held religious beliefs to persons within its workforce, and consequently will reasonably accommodate an employee's religious beliefs in terms of workplace attire, unless the accommodation creates an undue hardship or is contradictory to Health & Safety requirements. Employee's members requesting a workplace attire accommodation based on religious beliefs should discuss with the HR & Operations Manager, in the first instance.

##### 1. Teaching/Rehearsing/Administration

When teaching, rehearsing or in an administration capacity, staff are expected to dress in a professional manner, as outlined above. Administration staff who do not need to attend meetings on a Friday are permitted to wear casual neat attire on a Friday.

##### 2. Performing or participating in NECOM concerts or events

When performing or participating in NECOM concerts or events staff are expected to wear the NECOM shirt they are provided with upon commencement of employment. Staff are required to ensure that their shirt is cleaned and ironed, and worn with plain black trousers, of a professional appearance. Any cost associated with cleaning the NECOM shirt is at the expense of the staff member. Examples of such events include the NECOM Choral Concert, Armidale Eisteddfod, NECOM Studio Concerts.

##### 3. Performing in Formal community concerts, as a NECOM staff member

When performing in formal community concerts, staff are expected to dress in performance blacks. The items chosen by the staff member to wear must adhere to the requirements of this policy, in relation to appearance and standard of dress. Examples of such events include the Woolshed concert series and the Brass concert.

#### **4.0 Conclusion**

If dress and appearance fails to meet these standards, as determined by the Head of Department or HR & Operations Manager, the individual will be asked not to wear the inappropriate item to work again and/or requested to go home and change. Progressive disciplinary action may be applied if dress code violations continue. Staff should seek clarity from the HR & Operations Manager, if they are not clear as to the requirement for a specific occasion.

#### **Policy version and revision information**

Policy Authorised by: GMoin

Title: Chairman of the Board