

## SydneyTalent employee dress code

### First impressions count

An employee who takes the time to maintain a professional appearance presents the image of being able to perform adequately on the job. Looking the part of a trained and well groomed professional will assist you in building the respect of your superiors, your peers and your clients.

### In general...

Different industries, cultures, and organisations have their own conventions which you should try to observe and adopt. As such you may need to adapt your dress and appearance to suit the requirements of your host employer. However in general, most Australian organisations consider business attire to be most acceptable.

Even in a business casual work environment, clothing should be pressed and never torn, dirty, or frayed. All hems should be at an appropriate length. Any clothing that has words, terms, or pictures that may be offensive to other employees is also unacceptable. Clothing that reveals too much of your cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business. Certain days can sometimes be declared dress down days –generally Fridays. On these days, jeans and other more casual clothing may be allowed – although this excludes clothing that may be considered offensive to others.

### Guide to business attire for men and women

The next section provides a general overview of appropriate business attire for the workplace. The list is not all-inclusive and is open to change depending on the specific host organisations requirements. As student employees you must exert a certain amount of sensible judgment in your choice of clothing to wear to work. It is advised however, that you find out what the appropriate dress code is for your host organisation prior to commencing in your work placement by speaking with a SydneyTalent consultant or your placement manager.

- Pants and suit pants: include tailored or suit pants in dark colours (e.g. black, grey, dark brown); suit pants should generally match the suit jacket; pant hems should neatly cover the top of the shoe.
- Skirts, dresses and skirted suits: tailored dresses and skirts that meet the knee or are below the knee are acceptable; dress and skirt length should be at a length at which you can sit comfortably in public; suit skirts should preferably match the suit jacket.
- Shirts, tops, blouses, and jackets: clean and well pressed dress shirts are acceptable attire for men and women; tailored tops are also generally accepted for women; most suit jackets are also acceptable attire for the office.
- Belts and ties: ties if required by men should be conservative in colour and pattern; keep the top button of the collar of the shirt done up whilst you are wearing a tie; belts should generally be leather and should match the colour of the shoes; ties should not include novelty pictures.
- Shoes: should preferably be leather, dark and well polished; conservative boots, lace up court shoes, closed toe flats, and low dress heels (for women) are acceptable; stockings for women are preferred but it may be acceptable to go without in warm weather; dress socks in black or grey are also appropriate.
- Jewellery, tattoos, makeup, perfume, and cologne: should be conservative and in good taste; minimal jewellery and day time makeup is generally preferred; tattoos should be concealed and all hair should be neatly groomed including beards, and moustaches; cologne, after shave and perfume are optional, but should be used sparingly.
- Hats and head coverings: hats and caps are not appropriate in the office; head covers that are required for religious purposes or to honour cultural tradition however, are allowed.

### Conclusion

If clothing fails to meet these standards, as determined by your placement manager and SydneyTalent consultants, you will be asked not to wear the inappropriate item to work again. If the problem persists, you may be sent home to change clothes and may receive a verbal warning for the first offense. Progressive disciplinary action will be applied if dress continues to be inappropriate.