

1. PURPOSE

This policy describes the requirement of Company employees to maintain an appropriate standard of dress and personal appearance at work and to conduct themselves in a professional manner. The purpose of our dress code is to establish basic guidelines an appropriate clothing and appearance at our workplace, so that we:

- Promote a positive image and staff look professional,
- Respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible,
- Take account of health and safety requirements,
- Help staff decide what clothing it is appropriate to wear to work.

Different sites and businesses may have specific requirements that result in particular clothing demands and personal protective equipment and safety equipment requirements, for example, because their work raises health and safety risks. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.

Health and Safety Personal Protective Equipment (PPE) or Site specific requirements will always override this policy.

2. SCOPE

This policy applies to MooVr Pty Ltd employees and Contractors representing MooVr Pty Ltd.

Note: Employees whose employment is covered by a collective agreement or enterprise agreement should also consult the terms of that agreement in relation to leave. Where the term of that agreement are more generous than this policy, the terms of the collective or enterprise agreement will prevail over the terms of this policy.

3. DEFINITIONS

“Business Casual” means clothing that is appropriate for a professional, financial service type office environment. Business casual comprises clothing that always look neat and presentable.

“Company” means the MooVr Pty Ltd known as MooVr Rideshare which employs the Employee.

“Contractor” means a person employed by a third party but performing work on a MooVr Pty Ltd controlled site.

“Dress code” refers to a set of rules, sometimes unwritten, of what garments may be worn together within a particular setting. Exception to the overall dress code may apply if related to a religious affiliation or medical condition.

“Employee” means an Employee of the Company, other than a casual or contracted Employee.

“**Personal Protective Equipment**” refers to any clothing, equipment or substance designed to protect a person from risks of injury or illness. This can include safety helmets, gloves and safety boots or hearing protective devices.

“**Service**” means the period of continuous employment during which an Employee is employed by the Company but does not include any period of unpaid leave.

4. OFFICE DRESS CODE

4.1 Monday, Tuesday, Wednesday & Thursday

Business Casual attire is appropriate for office based staff on these days. Employees should consider job responsibilities and client/customer expectations when balancing business casual and more formal business standards of attire. Also, based on business needs, the company may occasionally insist on formal business attire.

The below list is not exhaustive. If you are unsure about an item of clothing, you should check with your manager.

Acceptable	Unacceptable
Business shirt	T-Shirt without a collar
Collared shirt / polo shirt	Casual or sports t-shirts
Dress shirt / top	Clothing with inappropriate wording or graphics
Blouse (with or without collar)	Clothing exposing bare midriffs and/or lower back (e.g. crop tops)
Knitwear	Tank tops / spaghetti strap tops
Tailored pants	Denim (jeans, skirts, dresses, tops, jackets)
Tailored corduroy pants	Athletic/Gym wear (e.g Tracksuits)
Business Suits	Any ripped or torn clothing
Skirts/dresses	Mini skirts
Tailored shorts	Skin tight/transparent clothing (e.g leggings)
Enclosed leather shoes	Thongs, beach and deck sandals
Court shoes (including sling back and mule designs*)	Athletic footwear including sandshoes, sneakers and skate shoes
Company issued attire	Hats, bandannas or headwear of any kind **

* For occupational health and safety reasons, shoes must be worn at all times and must not be loose fitting nor create a trip hazard.

** Headwear worn as part of medical, cultural, or religious purposes is permitted.

4.2 Friday, Saturday & Sunday

On Friday, Saturday and Sunday the business casual dress code remains. However, in addition to the table above, the below items are considered acceptable:

- Cargo pants / trousers,
- Denim jeans, skirts, jackets,
- ¾ length pants / shorts (no board shorts),
- T-Shirts without collars (e.g must be smart and professional),



Driver Dress Code Policy

- Athletic footwear / sneakers / sandals.

4.3 Additional Notes

- Security ID Badge (where applicable) must be visible and worn at all times,
- Company Personnel will adhere to all additional dress requirements where required by for workplace health and safety,
- Company Personnel will adhere to site dress requirements as required for locations not under the control of SURE Pty Ltd, this may include customer, vendor or government locations.

5. DOCUMENT HISTORY

All document changes should be adhered to 30 calendar days after the change date. This document should be reviewed periodically not exceeding 3 years to ensure content remains current and is continuously improved.