

POLICY

POL 14 - UNIFORM

ResourceCo values all workers that contribute to the success of the business. Henceforth, the term "workers" will be used to define any employee, contractor or labour hire person who is 'working' for ResourceCo in some capacity.

Purpose

At ResourceCo we believe that a professional and consistent appearance is important in promoting our brand and creating a positive image for our customers. The purpose of this policy is to ensure that all employees present themselves in a manner that reflects our company values and standards.

Applicability

This Policy applies to ResourceCo Holdings Pty Ltd ACN 107 343 288, the subsidiaries it controls (collectively, **ResourceCo**) and each of those entities' respective workers.

This policy applies to all office-based and site-based employees of ResourceCo.

Policy Statement

Definitions:

- *Business attire:* Business attire is a type of clothing that is typically worn in a business or office setting including clothing that is professional, appropriate for the workplace, and respectful of industry standards. It is designed to create a polished and professional appearance.
- *Customer-facing Employees:* A customer-facing employee is a worker who directly interacts with customers and the general public as part of their duties. These employees may work in a variety of settings, including reception, weighbridge, or customer support services. They are the first port of call and represent the company.
- *Office-Based Employees:* An office-based employee is a worker who performs their duties primarily within a traditional office setting, typically within a designated workspace within an office building.
- *Site-Based Employees:* A site-based employee is a worker who performs their duties primarily on a specific job site. Site-based employees are often involved in manual labour, manufacturing, driving, or other hands-on work that takes place on a job site or in the field. They may work in a variety of conditions.

Office-Based Employees: Office-based employees are required to wear appropriate business attire, such as a dress shirt, slacks or skirt, and business attire shoes. Athletic wear, and casual shoes are not acceptable in the office. Jeans are not appropriate for office-based customer facing employees unless otherwise communicated by your manager. Company-issued uniforms are available to all employees.

Site-Based Employees: Site-based employees are required to wear a company-issued uniform when on site. The uniform must be clean and in good condition and must be worn as directed by

the company. Personal protective equipment (PPE) must also be worn as required by the job and as a legislative requirement. (Refer POL 13 - PPE Policy)

In the event that any employee arrives for work in a manner that breaches this policy, their manager will advise them that they are not dressed or groomed appropriately to perform their duties. Failure to comply with this policy may result in disciplinary action.

Uniform allocation and ordering procedure:

Office-Based Employees

New workers are entitled to the following items for their first order.

- 3 x Shirts
- 1 x Jumper
- 1 x Safety Shoes (If required)

Site-Based Employees

New workers are entitled to the following items for their first order.

- 4 x Shirts
- 2 x pants
- 1 x Jacket
- 1 x Steel Cap Boots

All shirts and jumpers must have the ResourceCo logo embroidered on them, logos must be congruent with ResourceCo Style & Branding guidelines.

Any subsequent order will be determined on a need's basis only. Every order must be approved by your manager.

Any specific requirements due to medical conditions must be supported in writing and presented to the HR department for approval.

Employees are responsible for maintaining the cleanliness and condition of their uniform.

Further information

For further information, please contact a team member of the Policy Owner.

Office Use Only

POLICY NUMBER 14 – UNIFORM POLICY

Policy Owner	Shared Services
Policy Approver	Executive Leadership Team
Approved Date	28 February 2023
Review Date	28 February 2026

Related Documents (<i>Forms, Procedures or SOP</i>)	Ownership
POL 13 - PPE Policy	HR/HSEQ

ANY AGREED VARIANCES

Variation	Site
None	None