

Staff Uniform Policy

The following provides details of the Company's uniform policy and the expectations for staff. It also identifies the initial uniform allocation provided by the company.

Hardware Retail Uniform

- Black slacks material or black denim- **NOT SUPPLIED**
- Shorts or Skirts (knee length skirts or shorts or full-length skirt) - **NOT SUPPLIED**
- Blue polo top, short or long sleeve - **SUPPLIED**
- Blue Polar fleece jumper - **SUPPLIED**
- Black polishable shoes, safety shoes not required - **NOT SUPPLIED**

Or

- Black or Brown steel cap boots for employees moving pallets - **NOT SUPPLIED**
- Name Badge - **SUPPLIED**

Retail Nursery Uniform

- Black cargo pants or shorts (knee length) - **NOT SUPPLIED**
- Blue polo top, short or long sleeve - **SUPPLIED**
- Blue polar fleece jumper - **SUPPLIED**
- Black polishable shoes – **NOT SUPPLIED**

Or

- Black or Brown steel cap boots for employees moving pallets - **NOT SUPPLIED**
- Mitre 10 cap, beanie or wide brim hat - **SUPPLIED**
- Name Badge - **SUPPLIED**

Trade and Logistic Uniform (Truck Drivers inc)

- Black or Blue cargo or work pants (NOT BLUE DENIM JEANS) - **NOT SUPPLIED**
- High Vis polo top, short or long sleeve - **SUPPLIED**
- High Vis Jumper - **SUPPLIED**
- Black or Brown steel cap boots - **NOT SUPPLIED**
- Mitre 10 cap or beanie - **SUPPLIED**

Management & Office Administration Uniform (store managers, weekend duty managers)

- Black slacks material or black denim- **NOT SUPPLIED**
- Black slacks or skirts (knee length or full length) - **NOT SUPPLIED**
- Blue polo top short or long sleeve or business shirts - **SUPPLIED**
- Black jumper, Vest or Cardigan - **SUPPLIED**
- Black polishable shoes - **NOT SUPPLIED**

Or

- Black or Brown steel cap boots for employees moving pallets - **NOT SUPPLIED**
- Name Badge - **SUPPLIED**

If the staff member requires additional uniform garments over and above the initial allocation, it will be at their own cost.

Upon request (every 12-month anniversary) it is the staff member's responsibility to approach his or her line manager for any uniform replacement. The cost and replacement of uniform garments remains entirely at the discretion of Fagg's Group and may change from time to time. Uniform items that will be replaced and paid for by the company include:

- Full time and Casual Staff - polo/shirts and/or high vis.

Note: this does not include the replacement of footwear, which remains the responsibility of the employee.

Personal Protective Equipment (PPE)

High Vis Vests, Safety Glasses, Ear Muffs, Gloves, Dust Masks, etc are provided by the company and **MUST** be worn when the Safe Operating Procedure (SOP) identifies risk, exposure and the relevant PPE.

If the nominated PPE is not available **DO NOT** undertake the task and approach your Line Manager immediately for guidance.