

UNIFORM POLICY

Shirts	IGA branded ironed shirt, tucked in and buttoned up to the third button at least.
Lower Body Garments	Trousers must be tailored in design, full length and BLACK in colour, hemmed neatly, so you are not walking on them. No ¾ pants are accepted. Ladies may wear knee length skirts tailored, black A-line or straight skirts, no tight stretch cotton. Black socks.
Jumpers	IGA branded vests and jumpers are permitted. No other jumper or cardigan will be permitted on the shop floor, without an IGA logo.
Name Badges	All staff must wear a name badge at all times.
Hats/Aprons	IGA branded aprons are required and if supplied are compulsory. The Deli must wear the Deli Cap with the IGA logo worn to the front.
Jewellery	A subtle level of jewellery is allowed. If a necklace is worn, it must be worn under your shirt. Rings are to be kept to a minimum, and a maximum of two sets of earrings are allowed. Facial Piercings are to be covered with a blue food safe regulated band aid at all times or removed. Jewellery in food processing areas is as stated: One pair of sleeper/loop earrings of medium or smaller size (NO dangling earrings), plain wedding band, no watches, medical alert bracelets (NO other bracelets).
Footwear	Total black leather closed in footwear must be worn. Steel capped safety shoes are recommended. Females wearing skirts will be required to wear black only closed in footwear plus black anklet socks
Uniform compliance	Do not be tempted to add your own interpretation to these uniforms standards. Staff arriving for work in unsuitable clothing may be asked to return home and change into the appropriate garments or footwear. You may not wear a garment under your uniform that can be seen at all. E.g. a t-shirt, short or long sleeved, under a uniform shirt Any breach of this policy will be taken VERY seriously and may result in instant dismissal.

PERSONAL APPEARANCE POLICY

Employees must have good personal hygiene habits and a high level of personal cleanliness. Failure to comply can pose a safety hazard to the employee and/or a contamination risk to food products.

- Neat, clean and tidy hair. If shoulder length or longer, pulled back from face. (if you are working in the Deli, you will be required to have your hair tied back in a pony tail and wear a hat, if you are working in the Fresh Produce area you will need to have your hair tied back in a neat pony tail and wear a hat as this is a requirement under the Food Safe Act)
- Hair colour must be a natural shade, we will not allow bright fluorescent colours – pink, purple, green, orange, no rainbow colours or blue. No tracks shaved into your hair.
- Shirt **MUST** be ironed for each shift and tucked in. An iron is provided for your use if you are arriving from Uni or school- you must iron your shirt on your **OWN** time, not after your shift has commenced.
- Natural appearance, light foundation, no heavy eyeliner, no bright colour or any eye shadow, no bright coloured lipsticks - use of makeup for females. The use of makeup is not discouraged. No males require the use of makeup for their shifts.
- Males must be clean and freshly shaven before each shift. If you have a beard it must be well maintained and tidy.
- Maximum of one necklace, one bracelet, a watch and two rings on each hand (if you are working in any food preparation Department, no watches or bracelets, earrings or rings with stones are allowed to be worn under the Food Safe Act)
- Piercings- NO visible body piercing is allowed, this includes tongue rings, no bolts and no stretchers/expanders the only exception will be two sets of earrings in the ears.
- No tattoos are to be seen, they are to be covered at all times.
- Name badge.
- Uniforms to be kept in good condition, pants and skirts to be kept neatly hemmed.
- High standard of personnel hygiene wear deodorant.
- Clean hands and nails are extremely important, no bright nail polish or acrylic nails due to food safe practices.

All store personnel must wear clean and appropriate uniforms at all times. If uniforms become soiled excessively during the course of the working day, then the employee must change into a clean uniform.

Employees working aprons or similar protective clothing must remove such clothing and place them on hangers (not on floors or food contact surfaces) when going on a meal or toilet break. Aprons must be washed and dried daily before re-use.

Cuts, burns, boils and other open wounds must be kept covered with a food grade band-aid (blue colour). No bad habits such as spitting, coughing, touching face, picking sores or noses is permitted.

One of the most important and lasting impressions made on any customer is the appearance of the store personnel. Good grooming is an essential part of presenting an image of cleanliness, efficiency and pride in our store. There is no point having great customer service and a clean and shiny store, if staff members are not well dressed, clean, neat and respectable.