



## STAFF DRESS CODE

**Updated: 2022**  
**Review: 2026**

### Rationale

Our Lady of Mercy College is a professional workplace within a Catholic setting. As a result, the College dress standards need to reflect the values and image of the education profession, and the ethos of the school. Staff need to ensure they uphold these values in all aspects of their employment, including the way that they dress. The dress standards of individuals should meet the expectations generally associated with the nature of the role. Staff are required to ensure they comply with any relevant safety requirements related to dress. Whilst dress styles may vary in nature, the following information provides clarity regarding the expectations of the College.

### Teachers, Education Assistants, Administrative and Support Staff

1. Dress styles should:
  - a. Reflect the professional image of the College.
  - b. Be neat and tidy.
  - c. Be considerate of occupational health and safety.
2. Men should wear a button up shirt (collared, long or short sleeves), pants or shorts; shirts tucked in. Attire should be professional.
3. Women should wear blouses, shirts, and/or tops; skirts, dresses, pants or dress shorts are acceptable. Attire should be professional.
4. HPE/Technologies staff may need to adjust their attire to suit their teaching needs. All shirts are expected to be collared.
5. House shirts help to identify staff and promote House spirit. House shirts are to be worn at carnivals and at other times, when directed. Staff will be advised in advance when it is permissible to wear House shirts (e.g. orientation days, leadership days and Fun Fridays).
6. Ties are an optional accessory.
7. Footwear needs to consider occupational health and safety requirements and teaching roles. Shoes need to reflect the professional standards of the College. Generally, runner style of footwear is not appropriate. Naturally, HPE staff are permitted to wear runners (and thongs – swimming related) as a normal part of their attire.
8. Staff should dress with decorum and modesty. Clothing ought not be revealing.
9. Formality
  - a. No casual wear, such as, denim (e.g. jeans) surf wear and cargo pants.
  - b. No thong style shoes (unless at beach, by pool).



- c. No large logos on garments (should be less than the size of a standard Mercy crest).
- d. Tattoos permitted, provided they are not offensive in any manner.
- e. No fast food or alcohol endorsements.

10. Hats

- Staff are strongly encouraged to wear hats to model sun safety.

11. Excursions

- Attire should be modest and appropriate to the event.

### **Property, Grounds and Maintenance Staff**

Staff should dress appropriately to reflect the values of the College and ensure their safety and compliance with all Occupational Health and Safety requirements.

- Adequate footwear should be worn.
- Wearing of a hat whilst outdoors is strongly encouraged.

### **Procedures**

1. All new staff will be made aware of College policies when they commence their employment.
2. Should an individual staff member be concerned about their own or another staff member's dress standards, they should consult with a member of the Senior Leadership Team.
3. In the event of a staff member's dress being non-compliant with the Policy, it is generally the responsibility of a member of the Senior Leadership Team to resolve the matter. This will be done discreetly.

