

Dress Code Policy

Scope

This policy applies to all Transdev Australia and New Zealand (TDANZ) current employees and contractors, regardless of gender identity, intersex status, age, sexual orientation, cultural background or accessibility.

This policy does not overwrite any safety, Personal Protective Equipment (PPE) or Company uniform requirements however, should be read in conjunction with those requirements.

Purpose

This policy outlines the expectations for appropriate attire in the workplace to maintain a professional atmosphere while allowing employees to work comfortably. Employees are expected to follow this policy during their working hours, when in the workplace and at work-related events, unless otherwise specified.

Policy

TDANZ is a professional and customer-oriented organisation. As such, work attire should complement and reflect the office and customer centric environment.

At all times employees should dress appropriately, be well groomed, neat and tidy. Attire should be clean, pressed and in good condition. Personal grooming and hygiene should also reflect a professional standard. Employees should avoid wearing clothing and accessories which detract from TDANZ's professional image.

This policy focuses on attire that is appropriate for the workplace and work-related environments.

Employees are supported to dress in a manner that reflects their gender identity and in a manner that offers reasonable accommodations for people with disability and people from diverse cultural backgrounds and religions.

Business Attire

Typically, the attire for Transdev offices is business casual however employees are expected to dress in a manner appropriate to their working environment and to the type of work performed. In this scenario, employees, in conjunction with advice from their manager, may use their judgement regarding their attire and their schedule of activities should determine appropriate work attire.

The principal difference between business professional and business casual is increased informality, such as the substitution of a button-down shirt for a polo shirt or more informal skirts, dresses, pants and shoes.

Business casual dress in some areas may necessarily be "dressier" than in others due to the nature and frequency of contacts with external persons or organisations.

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On occasions where employees are meeting with clients, external visitors, other organisations or interviewing candidates, it is expected that they would dress in an appropriate business professional manner.

Protective Equipment & Clothing

TDANZ will provide necessary personal protective equipment (PPE), as identified by risk assessments, for each relevant work site. Managers and supervisors are responsible for sourcing and providing these protective items.

While carrying out their duties, employees are required to wear any prescribed protective items, in accordance with workplace health and safety standards.

Inappropriate Attire

Under the Dress Code Policy, the following are examples of inappropriate items in the workplace:

- T-shirts with offensive logos or slogans
- Sweatshirts or chunky knits
- Tracksuit pants or leggings
- Shorts or mini skirts
- Cropped, midriff, off-the shoulder or singlet tops
- Revealing or see-through clothing
- Ripped jeans (including designer tears)
- Casual shoes including sport shoes/runners
- Casual sandals, thongs or slides
- Sportswear
- Beachwear
- Untidy facial hair
- Excessive piercings, numerous or large visible tattoos

Religious and Cultural Dress

The wearing of religious and cultural dress (including clerical collars, burkas, head scarves, skull caps and turbans) is allowed and will not be discouraged.

Medical Exceptions

Reasonable accommodations will be made for employees with a disability or medical condition where typical business attire when worn negatively impacts on the condition or ability to fulfil the requirements of their role.

Duty Exceptions

Reasonable accommodations will be made when an employee is performing duties out of the ordinary (e.g. casual, comfortable clothes during community events or office relocation).

Remote work locations

Employees who work remotely and participate in video calls via Teams are required to adhere to this policy.

Responsibilities

Employees need to be aware of and ensure that their choice of attire is consistent with the TDANZ Dress Code. In meetings, dress standards must never be less than that of the

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client. If they are ever in doubt about what is appropriate, they should contact their Manager or People & Culture.

Managers are required to enforce the TDANZ Dress Code. If they consider their employee's attire to be inappropriate, or they consider a comment received about an employee's attire to be reasonable, they should discuss this with the employee and make their expectations clear, that the employee dresses appropriately moving forward. They may also request that the employee return home to change. If the manager is in doubt about what is appropriate, they should contact the People & Culture team.

Employees who repeatedly disregard this policy or reasonable instruction, may be subject to disciplinary action.

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