



DRESS CODE POLICY

POLICY OWNER People & Culture
LAST UPDATED December 2019

1. DEFINITION

The following policy provides clear guidelines that define the dress standard our employees are expected to maintain while at work, client site or at related functions representing the Firm, in order to present a professional image

This policy is intended to define appropriate “business attire” and “smart casual” attire where this practice is acceptable in line with your local office. RSM seeks to establish an environment where employees reflect the image of the company, without unreasonably infringing or restricting their cultural diversity.

Local guidelines will be at the discretion of the Partner/Manager and must not conflict with the overarching purpose of this policy.

2. DRESS CODE STANDARDS





As a dress code policy cannot cover all contingencies, you must exercise reasonable judgement and consider who you are connecting with in your choice of work attire. Some managerial discretion will also be involved in monitoring the dress code standards within each division and office. When meeting with clients, a formal business attire is expected, where it would be appropriate to do so.

Garments worn to comply with religious beliefs are acceptable subject to them not posing a work, health and safety risk or containing offensive material.

If you are unsure about what is considered acceptable attire, please ask your Partner/Manager or People & Culture (P&C).

This is the policy of RSM Australia and its associated Australian entities.



2.1 FORMAL BUSINESS ATTIRE	2.2 SMART CASUAL ATTIRE
<p>ACCEPTABLE</p> <ul style="list-style-type: none"> • Tailored trousers / suit pants • Business suits / skirts / dresses (at appropriate knee length) • Collared business shirts / blouses / dress tops • Suit jackets / cardigans / blazers • Formal dress shoes / flats / heels • Neat and tidy hairstyles, including facial hair. • Personal hygiene is essential. 	<p>ACCEPTABLE</p> <ul style="list-style-type: none"> • Collared shirts / polo shirts / smart casual dress top or blouse • Smart t-shirt worn in conjunction with a collared shirt or blazer • Blazer / cardigan • Smart casual skirts & dresses (at appropriate knee length) • Smart, tailored jeans • Appropriate laced up shoes / flats / high heels • Neat and tidy hairstyles, including facial hair. Personal hygiene is essential. 
<p>UNACCEPTABLE</p> <ul style="list-style-type: none"> • Non-tailored pants / jeans / overalls / tracksuits / shorts • Leggings / tights • Snort length skirts or dresses • Shoestring straps / plunging necklines • Tank or midriff tops / t- shirts with obtrusive pictures or words • Hats or other form of headgear • Casual sandals or shoes / over the knee boots • Visible tattoos • Body piercings other than those for earrings 	<p>UNACCEPTABLE</p> <ul style="list-style-type: none"> • Tank/midriff tops, t- shirts with obtrusive pictures or words • Singlets / low cut or revealing tops • Hoodies / sportswear / baggy clothing • Track pants / shorts / leggings/ tights • Ripped, faded, frayed or torn jeans • Short length skirts or dresses • Running shoes / sneakers / thongs / over the knee boots • Hats or other form of headgear • Body piercings other than those for earrings 

2.3 CONDITIONS

If your clothing fails to meet these dress code standards contained in this policy, as determined by your Partner/ Manager and/or People & Culture, you will be requested not to wear the inappropriate item to work again. If you persist in wearing inappropriate clothing, then you may be sent home to change clothes.

If it is found that you are not following the dress code policy for smart casual attire; then management may, at their discretion decide to withhold that privilege.