



Dress Code Policy

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1. Purpose

Staff will be expected to dress in an appropriate manner, convey a professional appearance and image, and are encouraged to be neat and clean. Dress code and staff presentation is part of our overall corporate image. MVRRC employees need to understand the dress code policy and comply with established standards within the workplace on race days and non race days.

2. Scope

This policy applies to all permanent and part time employees.

3. Policy Detail

3.1 Female Clothing - Non Raceday

- Female dress code should generally be reflective of the Club's female members dress standards see link for reference guide.
<https://thevalley.com.au/membership/dress-standards>
- Clothing should be neat, clean, and appropriate for the department in which the employee works.
- Shoes must be clean and in good repair and safe for the job duties performed. No flip flops, sandals, trainers, runners or slippers can be worn.
- Tops/Shirts should cover the back and abdomen during required movements of the individual's job. No spaghetti straps, t-straps, halter tops or see-through shirts or tops are allowed. No sweatshirts or t-shirts or over-sized cardigans or jumpers.
- Pants/Skirts: Skirt and dresses should be an appropriate length for the office. Shorts and skorts are acceptable provided they are tailored for a corporate environment and are of acceptable length. Pants must be of a dressy or business nature and should not be "skin tight", this includes leggings. Jeans are not allowed unless authorised by department managers in advance.
- Undergarments must be of neutral colour so they are not visible under clothing.

Outdoor wear such as coats, jackets, gloves, sunglasses and hats are acceptable when working outside and appropriate for the duties performed by the employee. Visible tattoos must be covered, whenever possible.



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3.2 Male Clothing - Non Raceday

- Male dress code should generally be reflective of the Club's male members night racing dress standards see link for reference guide. <https://thevalley.com.au/membership/dress-standards>
- Clothing should be neat, clean, and appropriate for the department in which the employee works.
- Leather dress shoes must be worn and must be clean, in good repair and safe for the job duties performed. No flip flops, sandals, trainers, runners or slippers can be worn. Socks must be worn at all times.
- Business shirts are compulsory for all male staff; however ties are optional during office hours only. Suit pants and chinos must be of a business nature and should be tailored to fit.
- Undergarments must be of neutral colour so they are not visible under clothing.
- Outdoor wear such as coats, jackets, gloves, sunglasses and hats are acceptable when working outside and appropriate for the duties performed by the employee. Visible tattoos must be covered, whenever possible.

3.3 Male and Female Employees - Raceday Requirements

- Male employees are required to wear a collar and tie, business suit for all race meetings.
- Female employees are expected to maintain a suitable standard of dress in keeping with the distinction of the Members Reserve
- A suit is required in the Committee Room at all times.
- Prior to Gates opening on raceday, staff may wear a MVRC branded polo prior to getting changed for the racemeeting

3.4 MVRC Branded Clothing (all staff)

- MVRC Branded Clothing includes approved items with the official Club and sponsors logo.
- Older MVRC branded garments promoting previous sponsors to The Valley are not permitted to be worn on site.
- Jackets and vests with MVRC logos are acceptable for the office, however staff should consider if these items are appropriate when dealing with certain clients or guests.
- The Valley polo shirts are not permitted as acceptable business attire unless forming part of an official MVRC uniform (paragraph 3.5) or recording marketing and promotional material (paragraph 4.1) or on a raceday prior to gates opening (paragraph 3.3).
- One item of MVRC clothing is provided free of charge to each permanent staff member. Additional items can be purchased through the Racing Operations Manager.



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3.5 Employees wearing MVRC uniforms

Any employees who are assigned uniforms must wear them while working. Uniforms must be clean, neatly pressed and in good repair. If the required uniform is unavailable for any reason (for new or temporary employees), employees are expected to comply with the general requirements for all employees. Only uniform-issued jackets, shirts, polo's, vests, dresses and pants may be worn.

3.6 Hair

Hair must be kept clean and neatly styled and dry during work hours. No bright hair colours or distracting hair styles (i.e. spiked Mohawks). All beards and moustaches should be trimmed and neat in appearance.

3.7 Make-up

Should be subtle and kept to a minimum to ensure a professional approach. No heavy or exaggerated make-up is permitted.

3.6 Personal Hygiene

Shower before attending work and use a good deodorant that is both an antiperspirant and deodorant. Keep your breath fresh by brushing your teeth before. Smokers need to be particularly careful to ensure that smoke cannot be smelt on breath or clothing.

3.7 Hands & Nails

Hands must be clean at all times. Fingernails must be clean and of a sensible length.

3.8 Jewellery

Jewellery should be appropriate for the workplace and worn in a limited fashion.

4. Exceptions

4.1 Marketing and Commercial promotional material

Employees filming or recording marketing and promotional activity for The Valley are permitted to wear The Valley branded apparel including jackets, vests, polos and caps

4.2 Dirty Work and Raceday Setup

Casual clothes and athletic shoes may be worn on certain days for moving, doing "dirty work", setting up for raceday and for certain events.

4.3 Casual clothes days

The Valley also has "casual days" for staff every Friday when no race meetings are scheduled. Casual wear must fit appropriately and not be torn or frayed. Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business. Clothing should be pressed and never wrinkled. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.



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4.4 Religious and Cultural requirements

Costume and garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a foreseeable hazard having the potential to harm health or safety.

4.5 Out of office hours

During lunch time staff are able to change into casual or exercise attire or change their footwear as long as they are dressed in appropriate attire during work hours and as soon as they return to the office.

5. Non Compliance

MVRC is confident that each employee will use their best judgment when maintaining appropriate attire and appearance. Management reserves the right to determine appropriateness. If you are unsure that an article of clothing is acceptable, most likely it isn't. If in doubt, don't wear it. It is impossible and undesirable to define an absolute code for dress. MVRC will apply a rule of reason on a case-by-case basis.

Any MVRC employee who is inappropriately dressed will be counselled, or in severe cases may be sent home to change clothes. Non-exempt employees will have the time charged to accrued personal days or annual leave accruals, or taken as leave without pay. If an employee is warned regarding unacceptable attire and/or sent home three times; a written warning will be issued and placed in the employee's personnel file. Continued disregard of the policy may be cause for further disciplinary action, which may result in termination.

6. Responsibility

6.1 People and Culture will ensure that all new employees are aware of dress code policy on commencement of employment and assist employees with interpreting the dress code policy.

6.2 Senior Managers will take responsibility for ensuring their employees follow the policy and for enforcing non-compliance with the policy guidelines above.

6.3 Employees will adhere to the policy and seek clarification where necessary to ensure the longevity of the relaxed dress code policy.