

# Presentation Policy

## Purpose

This policy is designed to guide employee of Hamilton Island Enterprises and Hamilton Island Shared Services Pty Ltd on the required standards of presentation. Employees must maintain an appropriate standard of presentation at work and always conduct themselves in a professional manner both within the workplace and when representing the company. The presentation of our employees contributes to our reputation and the development of our business, as such we require our employees to be professionally presented whilst working. Failure to adhere to these standards may result in formal disciplinary action.

## Scope

The policy applies to all Hamilton Island Enterprises and Hamilton Island Shared Services Pty Ltd employees.

## Definitions

For the purposes of this policy, the following terms have the following meanings:

<b>HIE</b>	Hamilton Island Enterprises and Hamilton Island Shared Services Pty Ltd employees
<b>PCD</b>	The People, Culture & Development function and/or team

## Policy

### Personal Presentation

Employee's personal presentation must always be of the highest standard, including:

- Hands and nails to be kept clean, neat, conservatively manicured. For those based on Hamilton Island or Shute Harbour clear or natural nude nail polish can be worn.
- Hair
  - Not 'unnatural' in colour
  - be clean, dry and neat (Including locs, tight braids/cornrows)
  - Below collar length for roles based on Hamilton Island or Shute Harbour must be tied back off the face in a neat ponytail or bun, fringes must be worn in a manner that does not cover the face/eyes, and must be secured by natural hair coloured ties, scrunchies, clips and/or simple bobby pins
- Beard/facial hair being neatly trimmed/shaved
- Make-up must be professional, natural in colour and conservative (including eye lashes)
- Visible tattoos are not allowed to be offensive or obscene (to be determined by PCD). If a tattoo is deemed offensive or obscene the tattoo must be covered at all times
- Hygiene measures should be taken to minimise body odours including breath e.g., application of deodorant/antiperspirant (subtle and not overpowering) and mouth wash after smoking/vaping

### Uniforms / Attire

Employees based on Hamilton Island or Shute Harbour are required to:

- Be in full uniform, including footwear, upon the commencement of their shift (lateness due to changing into uniform, or having to return to collect uniform items is not permitted)
- Have their uniform well-pressed and clean, without holes, tears, or stains
- Tuck in their shirt (if applicable) and have no visible midriffs
- Wear their name badges at all times while in uniform (unless directed by a manager for safety reasons)
- Have no visible or coloured underwear, such as singlets, bras, or underwear
- Only wear Hamilton Island uniform jackets, PPE issued jackets, or suitable navy blue or black rain jackets
- Only wear Hamilton Island uniform hats

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- Wear conservative sunglasses, if working outdoors
- Wear correct footwear as per health and safety requirements of their role, that are in good condition and are clean
- Wear socks and shoes that are appropriately coloured to match their uniform

Uniforms will be issued to employees to ensure a professional, well-fitted appearance that meets company presentation and safety standards. The appropriate size, length, and overall fit of the uniform will be determined by the Uniform Room team.

- Employees must wear the designated uniform as provided, without unauthorised alterations.
- Requests for changes to uniform size, length, or fit will be assessed by the Uniform Room team to ensure compliance with presentation standards.
- If an employee's uniform no longer fits appropriately due to changes in size, length, or condition, they may be required to update or replace their uniform at the direction of the Uniform Room team or their manager.

Contact the Uniform Room on +61 07 4946 8166 if you have any questions or concerns about your uniform requirements.

The following Hamilton Island and Shute Harbour roles/teams have approval to wear smart professional business attire: Executive Team, General Manager, Executive Assistant Manager, Sales & Marketing, Real Estate Agent, Retail (Excl. IGA & Qualia Boutique), Island Concierge Executive, Events Director, E&S Operations Manager and Construction Manager.

When visiting a workplace and/or office outside of work hours employees must be dressed in appropriate clothing and footwear e.g. singlets, bare feet, swimwear are not appropriate.

Employees based at St Leonards or other locations are required to wear smart professional attire.

Clothes are required to be well-pressed and clean without holes, rips, tears, or stains. Examples of clothing/shoes that are not appropriate include (but not limited to):

- Leisure/exercise wear
- Tank tops, singlets, low cut tops, backless tops or midriffs
- Shorts or short skirts
- Thongs, casual sandals or runners

### Jewellery

Employees based on Hamilton Island or Shute Harbour are required to only wear jewellery that is conservatively styled. They may wear:

- Up to two dress rings per hand (no thumb rings) and/ or a simple watch
- Up to two sets of small discreet earrings per ear (no dangly earrings).
- Only one simple gold or silver necklace
- One small discreet nose stud, all other visible body/facial piercings must be removed - clear earrings are not acceptable replacements

Bangles, bracelets, armbands, anklets or bands are not permitted.

### Non Compliance

Managers and/or supervisors are expected to enforce the Presentation Policy and inform employees when they are in violation. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes. Repeated violations or a violation that has major repercussion may result in disciplinary action being taken, up to and including termination.

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## Exceptions

Requests for an exception to any of the items included in this policy due to medical reasons or on the basis of cultural or religious beliefs must be directed to the General Manager People, Culture & Development for consideration.

## Subject to change

This policy is subject to change and HIE reserves the right to vary, replace or amend it at any time. This policy does not comprise a term or condition of an Employee's employment with Hamilton Island Enterprises or Hamilton Island Shared Services Pty Ltd, and does not create any contractual rights on the part of any Employee or impose any contractual obligations on Hamilton Island Enterprises or Hamilton Island Shared Services Pty Ltd.

## Document approval

Approved by: General Manager People, Culture & Development

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