

## Interchange Bench

### Employee Uniform Policy

#### Purpose

This policy outlines the uniform and dress expectations for Interchange Bench staff, including guidelines for colour scheme, supplier recommendations, and safety footwear reimbursement.

#### Uniform Standards

To ensure a consistent and professional appearance across all work environments:

- All employees are required to wear workwear that align with the DDP colour scheme of **dark clothing/navy blue** tops and pants.
- A recommended item list and supplier will be provided to staff. While it is encouraged to purchase from the recommended supplier for convenience and uniformity, it is not mandatory. Staff may choose to purchase equivalent items from alternative suppliers, provided the colour and general style match the company standard.

#### Safety Footwear Reimbursement

Interchange Bench places a high priority on employee safety and comfort, particularly where safety boots are a requirement.

- Staff are eligible for **one safety boot reimbursement per calendar year**.
- The reimbursement will cover the full cost of a standard pair of safety boots supplied by Interchange Bench's recommended supplier.
- If employees choose to purchase boots from a different supplier, they will still be reimbursed only up to the fixed value of the boots available from the recommended supplier. Any additional cost above this amount will be the employee's responsibility.

#### Eligibility

- New employees must complete **one month of active employment** before becoming eligible for safety footwear reimbursement.

#### Recommended supplier items for reference

- 2 x pairs of Navy Blue Cargo Pants
- 3 x navy blue polo Tops
- 1 x pair steel cap boots
- 1 x Navy blue hoodie / windcheater

#### Optional

- 1 x hi-vis raincoat
- 1 x gumboots

#### Recommended Supplier:

#### RSEA Safety

[rsea.com.au](http://rsea.com.au)