



FLIP OUT AUSTRALIA
Uniform Policy

Policy Overview

Aim

This policy sets out the standards and guidelines that Flip Out employees must meet while working at Flip Out. This ensure Flip Out is being represented in the same, consistent and professional manner across the network.

Objectives

To ensure that all staff understand the uniform and grooming standards required of them.

Scope

This policy applies to management, employees and contractors within Flip Out and requires the full cooperation and assistance of all personnel.

Procedure

Employees are required to dress to a standard that reflects the casual, fun and professional image of a Flip Out franchise. The Flip Out uniform may change from time to time, and it is expected that staff will comply with changes. Uniforms must be ordered from Head Office. Employees are required to conform to the standards set by each individual arena. Compulsory items that must be worn include:

- Flip Out shirt
- Flip Out shorts/leggings or black shorts/leggings
- Enclosed black shoes

Some items cannot be worn by staff at Flip Out. This includes:

- Thongs or sports sandals.
- Ripped or torn clothing.
- Denim jeans.
- Singlets.
- Work boots.
- Bulky rings.
- Large earrings.

Employees are also expected to conform to high standards of personal grooming. Staff must comply with the following:

- Uniforms must be well ironed.
- Hair must be neatly combed and worn in an appropriate style.
- Long hair must be neatly trimmed & clean at all times.
- Facial hair, must be kept neatly trimmed & clean at all times.
- Fingernails must be short and cut back appropriately for food safety reasons.
- Shoes must have closed toes and be kept in clean and presentable condition.
- No offensive tattoos are permitted
- Deodorant must be used
- Minimal makeup applied

For food and safety reasons the following must also be observed:

- Staff must keep fingernails short and neat
- Hair must be kept away from the face and tied back
- Bandages, such as band-aids, must be brightly coloured and not skin coloured.
- Food handling gloves must be worn whenever handling gloves.

Review

This policy will be reviewed when required by changes to legislation or when company operations require it. Employees will be informed of any proposed changes.