



Professional Staff Attire Policy

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1. Purpose

The professional appearance of staff is critical to maintaining the reputation and brand of Group Colleges Australia (GCA) and Universal Business School Sydney (UBSS). This policy outlines attire expectations to ensure that staff project an image consistent with GCA/UBSS's focus on quality and professionalism, particularly in interactions with students, agents, and external stakeholders.

2. Scope

This policy applies to all professional and academic staff at GCA/UBSS across all campuses. It includes all staff with public-facing roles, including lecturers, administrative personnel, management and contractors.

3. General Principles

GCA/UBSS has invested significantly in branding and reputation-building. The professional presentation of staff plays a key role in this and directly impacts the image perceived by external agents, students, and stakeholders. Adherence to this policy ensures the consistency of our professional standard across all campuses.

- a) Professional attire contributes to the GCA/UBSS brand and reflects the organisation's high standards.
- b) Staff are expected to maintain a professional appearance that is neat, clean, and appropriate for their role, supporting the organisation's commitment to inclusivity and professionalism.

4. Business Attire Guidelines

- a) **Non-Academic Staff:** Non-Academic Staff, across Tuesday to Friday (inclusive), are expected to wear professional business attire. This includes tailored trousers, pants, skirts, dresses, dress shirt, blouses, suits, or other suitable business attire. Clothing should be free from excessive wear or rips, and jeans are not permitted during these days.
- b) **Academic Staff:** All Academic staff and student facing staff (e.g. Lecturers, Facilitators, Learning Support, Program Directors, etc.), across Tuesday to Friday (inclusive), should wear professional business attire that aligns with the business-focused nature of their roles and courses delivered through GCA/UBSS. This includes tailored trousers, pants, skirts, dresses, dress shirt, blouses, suits, ties and other suitable business attire. Clothing should be free from excessive wear or rips, and jeans are not permitted during these days.
- c) **Smart Casual:** Currently, Mondays, as there are no students on campus, staff may adopt a "smart casual" dress code. While more relaxed than business attire, the expectation remains for a neat appearance. Jeans, plain t-shirts and polos are



permitted, along with clean joggers, but all of this option of attire should be in good condition. The day of Smart Casual day may be subject to change based on future campus timetabling.

5. Inclusivity and Cultural Sensitivity

GCA/UBSS is committed to inclusivity and respecting cultural and religious attire needs. Staff requiring adjustments to the dress code due to cultural, religious, or personal reasons should consult with the People and Culture department to ensure accommodations are carefully considered as far as reasonable to promote a diverse and inclusive workplace.

In addition, GCA/UBSS holds cultural events throughout the year (e.g. Diwali) where traditional celebration dress wear is permitted on those relevant cultural event days however, staff must maintain appropriate standards of professionalism.

6. Graduation Attire Guidelines

A separate Graduation Attire Guidelines document applies to all academic and non-academic staff attending GCA/UBSS graduation ceremonies, which provides detailed guidance on ceremonial robes, academic regalia, and other attire suitable for this formal occasion. Staff are required to adhere to these specific guidelines when participating in graduation events to maintain the organisation's standard of professionalism and tradition.

7. Non-Compliance

Failure to adhere to this policy may result in staff being asked to adjust their attire or being subject to disciplinary actions. Managers are responsible for ensuring that their teams comply with this policy.

8. Review of Policy

This policy will be reviewed to ensure it remains aligned with GCA/UBSS's professional expectations, standards and operational requirements.

9. Related Policies and Supporting Documents

This policy should be read in conjunction with other relevant GCA policies, including but not limited to:

- a) Code of Conduct
- b) Diversity and Inclusion Policy (yet to be developed)



10. Version Control

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