



APT Uniform Policy

Purpose

The purpose of the A Team Tuition Australia (ATTA) Academic Personal Trainers (APT) Uniform Policy is to ensure that our APTs appearance reflects the high standards and image of ATTA . This policy aims to provide APTs with comfortable and professional uniforms that project the high standards, values, and identity of ATTA.

Scope

This policy applies to all individuals undertaking the role of Academic Personal Trainer within ATTA. It encompasses all ATTA locations, including in person and online tutoring sessions, and any other settings where ATTA tutoring services are provided including school programs.

Application

This policy requires that all APTs dress neatly and always keep their uniform well maintained, wearing their uniform when working for ATTA. These standards apply to all APTs when performing work for ATTA. Any deliberate breaches of this policy could result in disciplinary action. ATTA polo shirts will be supplied to APTs and will remain the property of ATTA, however full responsibility for maintenance and cleanliness remains the responsibility of the APT.

1.0 Standards

The following standards must be always adhered to while performing work for ATTA:

- APTs are required to wear the ATTA-branded uniform attire during all working hours. This includes an ATTA-logoed polo shirt.
- APTs are required to wear plain, neat, and professional-looking pants, skirts, or shorts in black.
- Footwear should be closed-toe, non-slip, and appropriate for the work environment, complying with Workplace Health and Safety Guidelines.

- APTs must ensure that their clothing is clean, well maintained, and in good repair.
- All APTs will be provided with two ATTA Polo shirts after practical training has been completed.

The below images illustrate the expected standards:

1.1 Polo Shirt



1.2 Bottoms



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A Team Tuition Australia Pty. Ltd.
 ABN 87 646 350 192 ACN 646 350

1.3 Footwear



1.4 Winterwear

ATTA jumpers are available for purchase in the "A Team Shop" on your ATTA App. APTs can elect to wear a non-branded black jumper or jacket during winter. APTs can also wear a long-sleeved black shirt under the ATTA polo shirt. These alternative options must ensure the ATTA logo is visible.



2.0 Presentation

Jewellery:

Jewellery should be professional in appearance.

Hair:

Hair (including facial hair) should be worn in a neat and tidy fashion.

Tattoos:

Tattoos, that could be perceived to be offensive, should be discretely covered.

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National Garments:

National costumes and garments worn to comply with religious requirements are acceptable if they do not pose a Work Health Safety risk and are neat and modest.

3.0 Compliance

Consequences of Non-Compliance: Failure to adhere to these uniform guidelines may result in the following actions:

- **Official Warning:** An official warning will be provided to any Academic Personal Trainers who does not comply with the uniform policy.
- **Termination:** This policy will be enforced with non-compliance potentially leading to the termination of the APT's contract with ATTA.

4.0 Uniform Distribution and Return

APTs will receive two (2) polo shirts as part of their uniform package. An \$80 (Non-GST applicable) uniform deposit will be deducted from an APT's training pay. When employment is concluded, this deposit will be refunded in full during the final wages payment if all uniforms are returned.

Postage and Arrival of Uniforms

In the event of a delay in receiving new uniforms after completing training, APTs are required to wear a black tee shirt until they receive the ATTA polo shirt. All uniforms are forecasted to arrive within 3-4 days of training completion. This timeframe depends upon the location of the APT and accuracy of address details.

Additional ATTA Polo Shirts:

In instances where additional uniforms or ATTA jumpers are required, these can be ordered through the ATTA Uniform shop at the following website address: www.attaptshop.com.

Uniform Return

When leaving ATTA, all APTs are required to return all provided logo polo shirts within 7 days of their final tutoring session. Failure to return the polo shirts will result in the forfeiture of the \$80 uniform deposit. All uniforms are to be posted or delivered to the following address, ensuring receipt within the 7 days:

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5.0 Review

This policy will be reviewed annually in line with ATTA planning cycles and updated accordingly. Any revisions will be to ensure effectiveness in delivering business goals and alignment with employment standards and requirements. Any revisions will be published and communicated in writing to all APTs.

Version Control

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