

1. POLICY STATEMENT AND PURPOSE

In preparation for their career in industry, ICHM students will maintain a very high standard of personal appearance which would comply with their qualification aligned industry expectations.

Students enrolled within Hospitality-focused qualifications are required to wear uniforms assigned with relevance to operations and management positions within the international hospitality and tourism industry.

To comply with industry expectations, students are required to maintain a very high standard of personal appearance and adhere to the dress and/or uniform regulations as detailed below.

When delivering to ICHM classes, academic staff are also required to maintain a very high standard of personal appearance appropriate to business industry expectations.

2. SCOPE

This policy applies to all students and staff of ICHM in all courses and programs.

3. DEFINITIONS AND ABBREVIATIONS

'Undergraduate' are students who are undertaking a Bachelor degree

'Postgraduate' are students undertaking a Masters degree

'Study Abroad' are students who have joined ICHM on a 12-month study and placement program having transferred from their home university

'Pre-Masters' are students undertaking a pathway program into the ICHM Master of International Hotel Management degree

4. POLICY DETAILS

4.1 Personal appearance when uniform is required

In addition to wearing the specified uniform, all students need to consider their personal presentation standards appropriate to on campus activity and work integrated learning (WIL) industry placements.

Students must abide by their employer uniform standards and presentation in relation to hair, hands, face, uniform, jewelry, earrings, scents, tattoos and so on.

For the undergraduate hospitality course of study, ICHM provides a choice of uniform items. These items must meet the requirements provided within the ICHM Uniform Handbook and be worn as intended with no major alterations.

The uniform for hospitality undergraduate students is designed to meet industry expectations and the below guidance is provided to assist students to be career ready in appearance and presentation:

- Hair:** Must be kept neat and clean at all times.
No multi-coloured or unnaturally coloured hair.
Hair should be professionally groomed and in accordance with accepted industry standards. Note that in practical classes on campus your lecturer will advise of the required standards in order to comply with WHS requirements. Hair should not cover the face.
Head band and hair ties must be of similar shade to hair colour. Ribbon can be navy, coral, black or white or the ICHM scarf can be worn
- Hands:** Clean hands and manicured nails. Clear or nude nail polish only.
- Face:** Discreet make-up. Clean-shaven or well-trimmed beard/moustache.
- Uniform:** Neatly pressed, clean and well-presented.
- Jewelry:** One conservative ring per hand or wedding ring set.
One conservative necklace. Only medical or religious bracelets. One corporate style watch.
- Earrings:** Small stud/sleeper earrings only (diameter no greater than 1cm).
- Scents:** Avoid heavy perfumes, lotions or deodorants, light fragrance only.
- Name badge:** To be worn on the left side of the chest during all ICHM campus activities.

4.2 When uniform is required

For students where uniform is required, it must be worn at all times whilst on campus or attending off-campus College activities. Generally, this applies, at a minimum, to the hours of 8:00am to 6:00pm, Monday to Friday when College is in session. Lecturers will exclude students from class activities if an inappropriate or incomplete uniform is worn, and/or their personal presentation does not meet ICHM requirements. All staff have the responsibility to ensure the correct uniform and personal presentation standards are maintained. Staff will not meet with students who are not in correct uniform.

There may be occasions where the student has been given dispensation to not wear the uniform or components of the uniform. All staff will be advised by Administration of these students and related time periods.

The full Management uniform must be worn at all times except for those classes where the Food and Beverage, Housekeeping, or Culinary rules apply.

Students cannot combine old and new uniform components unless permitted by the Program Director Academic or a Program Coordinator.

Adjustments to uniform during a class may be made at the discretion of individual lecturers due to physical/practical aspects of class activity and/or by the Program Director Academic or a Program Coordinator due to climatic conditions.

4.3 Kitchen Hygiene Policy and Procedures

Students must:

1. Wash their hands with soap and warm running water in the hand washing facilities provided and dry them thoroughly whenever there is any risk that they might contaminate food.
2. Report any personal health issues, which are likely to cause a hygiene risk, to the lecturer or lecturer's assistant. This includes skin lesions or discharges from their ears, nose or eyes, Hepatitis A and illnesses caused by Giardia, salmonella and campylobacter. Students must also tell the lecturer or lecturer's assistant if they are suffering from diarrhoea, vomiting, a sore throat with fever or jaundice unless they know their symptoms do not relate to a food-borne illness. Students must do everything they can to make sure they do not contaminate food. Do not participate in food handling activities where there is a risk of food contamination as a result of a health issue.
3. Maintain a clean ICHM chef's uniform and only use organisation-approved bandages and dressings to prevent contamination to food. Ensure that no clothing or other items worn contaminate food.
4. Avoid any practice that could cause food contamination. For example, the student must avoid cross contamination and must prevent unnecessary direct contact with ready to eat food. The students must not eat near, or over unprotected food and they must clean and/or sanitise chopping boards, knives and utensils after each use. Students must not allow food to become contaminated with any body fluids or tobacco product from sneezing, coughing, blowing nose, spitting or smoking.
5. Maintain the use of clean materials and clothes and safe and hygienic practices to ensure that no cross-contamination of other items in the workplace occurs. Report all hygiene hazards or whether you have contaminated food, to the lecturer or lecturer's assistant.
6. Store all food products correctly, as stated in the ICHM Learner Guide. Food must not be stored in the danger-zone (5° C and 60°) for more than 2 hours.
7. Clean and sanitise all contact surfaces to keep microorganisms at safe levels.
8. Ensure all kitchen fittings, work benches and equipment are clean and in good working order.
9. Ensure all food items are cooked or processed as stated in the recipes and demonstrated by the lecturer to make them safe.
10. Students may wish, following a culinary class, to retain food items they have prepared. To comply with strict hygiene regulations students must provide their own food grade containers that are re-sealable, hygienic and washable and clearly labelled with the student's name and group number. All food will be checked before it is permitted to leave the kitchen. Food removed must be stored correctly.
11. Maintain the chef uniform standard as outlined in the table below:

All Students	PLEASE NOTE
ICHM issue white chef's jacket ICHM issue navy chino trousers ICHM issue apron Black, fully enclosed leather, non-slip protective chef shoes (No training or running shoes) Navy or black full-length socks ICHM issue name badge worn on left hand side of jacket Hairnet and ICHM navy chef skull cap (permitted religious headwear must be navy)	Fingernails must be clean, short, trimmed, and free of nail polish. Hair must be entirely covered as much as practical in a hair net. The wearing of external jewellery is NOT permitted, with the exception of wedding rings and medical/religious bracelets. Note that students are responsible for purchasing their own hair accessories and chef shoes and socks A failure to wear any of the attire can result in you being asked to leave the kitchen.

4.4 Study Abroad Management Uniform

Study Abroad students are expected to comply with the same personal presentation standards as undergraduate hospitality students.

4.5 Postgraduate Management Uniform

Postgraduate students are expected to comply with the same personal presentation standards as undergraduate students. All students must wear a business suit of professional colour with coordinating accessories, appropriate to contemporary management positions in the international business environment. Students can purchase ICHM uniform items from the ICHM distributor Cargo Crew as outlined in the ICHM Uniform Handbook.

<i>All postgraduate hospitality students</i>
Professional coloured jacket
Professional coloured trousers/skirt/chino pants
Corporate shirt, blouse, or polo
Suitable corporate knitwear (jumper or cardigan)
Coordinated necktie or scarf (optional)
Dark shoes to match the suit or white dress sneakers for a business casual look
Hair tie or head band (similar to hair colour) or hair clip (optional)
ICHM issue name badge

4.6 Non uniform students

ICHM students not required to wear uniform must wear suitable attire aligned to their qualification industry requirements.

As a guide a minimum of business casual should be achieved with the following items examples of inappropriate campus dress:

- Athletic wear, track pants, workout wear
- Bare feet or shoe thongs
- Ripped jeans
- Clothing of a derogatory or offensive nature
- Singlet or sleeveless tops
- Shorts/skirts above the thigh

Students undertaking online studies are expected to engage in synchronous learning in neat casual dress.

5. SUPPORTING DOCUMENTS

ICHM Student Uniform Handbook

6. REVIEW

The Program Director Academic is responsible for the review of this policy for all minor and major changes or on a 3-yearly basis, whichever comes sooner.

7. APPROVAL

<i>PERSONAL APPEARANCE AND UNIFORM</i>	
Policy Owner	Program Director Academic
Version Number	12
Approval Authority	Chief Executive Officer
Approval Date	January 2022
Next Review Date	January 2025

Version Control and Modification History Table				
Date	Version	Modification	Approval Authority	Approved & Published Date
8/01/2012	1.0	Modification of existing policy	Dr Ian Whyte	
27/6/2012	2.0	Addition re-covering garment over shirt/blouse & tie following uniform committee discussion	Dr Ian Whyte	
6/11/2012	3.0	Addition of the Changes to the Policy section	Dr Ian Whyte & Gerald Lipman	
16/11/2012	4.0	Changes to policy re-covering garment to include other years. 4 th year now to wear ICHM uniform not just business attire.	Dr Ian Whyte & Gerald Lipman	
28/11/12	5.0	Addition re ribbon	Dr Ian Whyte & Gerald Lipman	
9/7/2013	6.0	Addition re ICHM name badge	Dr Ian Whyte & Gerald Lipman	
18/8/2014	7.0	Addition re: Cookery Uniform	Dr Ian Whyte	
27/1/2016	8.0	Introduction of new uniform and combination possibility	Dr Ian Whyte	
11/11/17	9.0	Changes to some personal appearance features.	Dr Ian Whyte & Gerald Lipman	
30/07/18	10.0	Addition of dress code for post graduate students, study abroad students and other amendments to align with current industry standards.	Dr George Brown and Gerald Lipman	
19/07/19	11.0	Removal of gender specific wording, creating uniform choices A, B or C	Chief Executive	July 2019
Feb 2020	11.1	Changes to position titles	Chief Executive Officer	May 2020
20211119	12.0	Major amendment Reference to updated uniform handbook	CEO	02 Feb 2022