

POLICY NUMBER: [automated #]

DEPARTMENT: Organisational Support Services

EFFECTIVE DATE: 30 June 2014

UNIT: Organisational Development

#### 1.0 Purpose and Scope

A corporate uniform forms part of Council's broader Corporate Branding Strategy and is an important element of Council's Corporate Image. This policy establishes guidelines for the provision and mandatory wearing of Council's Corporate Uniform.

This policy applies to employees of Council primarily engaged in indoor/office duties and/or field/inspectoral roles where it is not mandatory to wear high visibility, safety specific apparel or those that require specialist function clothing.

#### Exclusions:

This policy does not apply to:

- Volunteers
- The 'outdoor' workforce where it is mandatory to wear specific Personal Protective Equipment Apparel (high visibility work shirts, etc.)
- Contractors/Consultants
- Short Term Temporary employees (i.e. less than 6 months)

N.B. All persons working for Council in the capacity of volunteers, contractors, consultants or short term temporary employees, must maintain an appropriate standard of corporate attire in keeping with the intent of this policy in regards to displaying a professional image.

#### 2.0 Reference

- Uniforms (Personal Protective Equipment) Policy
- Corporate Uniform Procedure
- Local Government Act 2009
- Income Tax Assessment Act 1997
- Workplace Health and Safety Queensland "Key health and safety tips for clerical and administrative workers"

#### 3.0 Definitions

**CHRC** shall mean Central Highlands Regional Council

**PPE** shall mean Personal Protective Equipment

**CEO** shall mean Chief Executive Officer

**The Act** shall mean the Local Government Act 2009 (as amended).

**The Regulation** shall mean the Local Government Regulation 2012 (as amended).

**All staff** shall mean all employees of CHRC, collectively referred to in this Policy as 'workplace participants' who are not required to wear a PPE Uniform.

**Full Time** shall mean as per Local Government Officers Award 1998 or as per contract of employment. Generally 36.25 hours per week.

**Contractor/Consultants** shall mean those people engaged on a contractual or consultancy basis and not an employee. Specifically those paid out of creditors and not through payroll.

**Contract Employees** shall mean those people employed on a common law contract of employment. This includes CEO, ELT and Management Team.

**Part Time** shall mean employment for less than the normal weekly ordinary hours specified for a full time Officer.

**Casual** shall mean an employee engaged on a casual basis as per the Local Government Officers Award 1998 or contract of employment.

**Temporary** shall mean for a specified period of time or for a specified task.

## 4.0 Policy Statement

The Corporate Uniform Styles and colours are limited to those styles and colours listed in Council's Corporate Uniform procedure.

Uniforms must be procured and branded in accordance with Council's procedures, via Council's nominated supplier.

### 4.1 Acceptable Attire

Acceptable attire at Central Highlands Regional Council is as follows:

#### Men

- Approved range - trousers
- Approved range - shirts
- Approved range – suit jacket, cardigan, pullover or vest
- Approved range - casual Friday polo
- Dress shoes (appropriate to workplace and corporate image – not provided)
- *Approved range – tie (CHRC issue) - optional*

#### Women

- Approved range - skirt
- Approved range - trousers
- Approved range - shirt/blouse
- Approved range – dress
- Approved range - suit jacket, cardigan, pullover or vest
- Approved range - casual Friday polo
- Dress shoes (appropriate to workplace and corporate image – not provided)
- *Approved range - scarf (CHRC issue) - optional*

Clothing and garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a foreseeable hazard having the potential to harm health or safety. If a workplace participant is uncertain about whether his/her attire is acceptable, the workplace participant should check with the Manager Organisational Development.

## 4.2 Unacceptable Attire

The following is a guide to attire that is unacceptable in the workplace. It is not an exhaustive list. A workplace participant that presents for work wearing unacceptable attire, as a consistent non-compliance with the policy, will be directed to go home and change before resuming work.

- sports shoes;
- stiletto shoes;
- thongs;
- shorts;
- denim (unless on Casual Friday or other special interest and/or fundraising days e.g. Jeans for Genes Day).

### Note:

*Clothing and shoes on **Casual Friday** and other special interest and/or fundraising days, must still be appropriate for the workplace and in keeping with Council's corporate image. Any shoes must also comply with the above restrictions, as well as Workplace Health and Safety Queensland "Key health and safety tips for clerical and administrative workers" which states that employers must encourage employees to wear non slip, supportive footwear.*

## 4.3 Branding

Council's corporate uniform will be branded with Council's logo in accordance with Council's Corporate Uniform Procedure.

## 4.4 Allocation

### **Initial changeover arrangements (until 30 June 2015)**

Existing employees:-

- are permitted to wear LG supplied trousers, skirt, dress, suit jacket, cardigan, pullover or vest in the colours listed in Council's Corporate Uniform procedure
- will be issued with 4 shirts
- will be issued with a Friday polo shirt
- will be issued with a scarf or tie (if requested)

### Note:

*Current LG shirts can be returned to Council for recycling / distribution through an overseas charitable organisation.*

### **First Year of Employment (or any existing employee who has not previously accessed the uniform allowance, ie. Managers, Executive Leadership Team)**

Employees are entitled to the following uniform allocation, at Council's cost, upon commencement of employment.

- **Full Time / Full Time Temporary (more than six months) / Permanent Part Time (working 25+ hours per week) / Contract employees**
  - Four (4) Shirts or Dresses
  - One (1) casual Friday polo shirt
  - Two (2) Bottoms (trousers, skirts)
  - One (1) Suit Jacket, Cardigan, Pullover or Vest
  - One (1) Tie or Scarf (if requested)

- **Part-Time, Casual employees**
  - Two (2) Shirts or Dresses;
  - Two (2) Bottoms (trousers, skirts)
  - One (1) Suit Jacket, Cardigan, Pullover or Vest

#### **Second year and thereafter**

- **Full Time / Full Time Temporary (more than six months) / Contract employees**
  - Four (4) shirts, dresses, trousers, or skirts out of the approved range
  - All other items on fair wear and tear only
- **Part-Time, Casual employees**
  - Two (2) shirts, dresses, trousers, or skirts out of the approved range
  - All other items on fair wear and tear only

*Note:*

*Suit Jackets, Cardigans, Pullovers, Vests, Ties or Scarves are only replaced on fair wear and tear. This replacement will be at the discretion of the Manager Organisational Development.*

#### **4.5 Return of Uniforms upon Resignation / Termination of employment**

Employees are required to return uniforms which are branded with Council's logo to the Organisational Development section on termination/resignation. This is to maintain the integrity of Council's corporate image by minimising the risk of Council being misrepresented in the future.

#### **4.6 Presentation**

In accordance with Council's Code of Conduct for Employees, a high standard of personal presentation is required from staff at all times whilst on duty and representing Council in an official capacity.

Uniforms are to be clean, neatly pressed and maintained in good order at the employee's cost. The manufacturer's care and washing instructions are to be followed. Laundry and dry cleaning costs for corporate uniform items are tax deductible.

#### **4.7 Wearing of Corporate Uniform / Exemptions**

Wearing of the corporate uniform is considered compulsory at Central Highlands Regional Council.

Where it is practical to do so, staff may wear the corporate uniform whilst representing Council in an official capacity including attending training, meetings, conferences etc. Exemptions apply where specific dress codes apply (i.e. formal dress code), or where activities dictate (i.e. sporting activity).

#### **4.8 Special Interest and/or fundraising days**

A calendar of special interest and fundraising days (e.g. Pink Ribbon, State of Origin, Melbourne Cup, SES, etc.) will be prepared and circulated on an annual basis. When a special interest and/or fundraising day is held, it is accepted that employees may dress in appropriate themed attire, whilst adhering to the guidelines in 4.2 above.

## 4.9 Name Badges

Central Highlands Regional Council name badges are to be worn by all staff at all times. It is also recommended that they be worn by staff attending meetings, conferences and seminars and those who generally have high levels of community contact outside of the office. All staff must wear name badges during work hours.

## 4.10 Tattoos and Body Piercing

Tattoos that could be perceived as offensive should be discreetly covered where possible (e.g. sexually graphic, lewd, violent, extremist or otherwise offensive tattoos etc.). This item is to be administered at the discretion of the Manager Organisational Development. Council's image and that of the region can be affected by the presentation of our staff.

Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

## 4.11 Health and Safety

CHRC is required to remove any reasonably foreseeable risk to workplace health and safety. If CHRC considers that particular clothing, shoes or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, CHRC may take whatever action it considers necessary to address the situation.

Action may include directing the workplace participant to remove or replace the particular clothing, shoes or jewellery while in the workplace. If it is not practicable to remove or replace the particular item, CHRC may direct the workplace participant to leave the workplace. A workplace participant is expected to comply with any such direction.

## 4.12 Breach of this policy

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee.

## 5.0 Policy Review

This Policy will commence from 30 June 2014 and replaces all other CHRC uniform or dress policies.

All policies will be reviewed at least bi-annually or when any of the following evaluations occur:

- Relevant legislation, regulations, standards and policies are amended or replaced; and
- Other circumstances as determined from time to time by the Manager Organisational Development or through a resolution of Council.

This policy is nominated to be reviewed on: 01/07/2015