

1. POLICY CERTIFICATION

Policy title:	Uniform Policy
Policy number:	HR015
Category:	Policy
Classification:	Council
Status:	Approved

2. PURPOSE

This policy aims to clarify the provision and wearing of Roper Gulf Regional Council uniforms for all Council employees and CDP participants as well as determine the guidelines around replacement and disposal of uniforms.

3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council employees and CDP participants.

4. POLICY STATEMENT

Roper Gulf Regional Council agrees to provide uniforms to Staff in all work areas of the Council. Every employee will be supplied with at least five of their respective work area shirts, including one corporate shirt and one polo shirt.

All Roper Gulf Regional Council shall be supplied with a uniform to this standard. All employees provided with uniforms are required to wear the uniform supplied unless specified by the CEO.

Some staff under certain conditions and due to the nature of their work can seek variation from the choice of uniform clothing. On such circumstances, CEO or delegated Officer may approve variation on choice of uniform.

5. DEFINITIONS

CEO	Chief Executive Officer
CDP	Community Development Programme
Corporate Shirt	
Elected Members	Members of the RGRC Council
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

6.1 Uniforms

Wearing uniforms is to raise awareness of RGRC with outside agencies and to build a coherent organisation. The provision of uniforms for RGRC staff will enable residents and customers to easily identify Roper Gulf Regional Council staff and services. It will also present an efficient and organised image of Roper Gulf Regional Council to the community in general.

The standard supplied uniform for Council employees and elected members will be as follows:

Roper Gulf Regional Council Uniform Distribution			
Elected Members	Office Employees	Grounds Employees	CDP/Community Safety
<p>Men Corporate Shirt (2)</p> <p>Women Short sleeve blouse or ¾ sleeve blouse (2)</p>	<p>Men Corporate shirt (4) Polo Shirt (1)</p> <p>Women Short sleeve blouse or ¾ sleeve blouse (4) Polo shirt (1)</p>	<p>Work shirts (4) Corporate shirt (1) Polo shirt (1)</p> <p>Safety clothing/equipment as per employment need</p>	<p>CDP and community Safety have their own specialised uniforms and safety equipment as per their employment needs and as approved by CEO</p>

6.2 Council Logo and Corporate Image

All garments supplied as component of the uniform will bear the Council Logo. Embroidery of Council's logo is to be organised through the approved uniform supplier. No other names except corporate logo are to be displayed on corporate garment, unless approved by the Chief Executive Officer or delegated officer.

6.3 Wearing Uniform

It is a condition of employment that staff shall wear the uniform at all times whilst on duty or representing Council, unless the dress requirement of a function state otherwise.

Staff shall, at their own expense, care and maintain all uniform items, in accordance with manufacturers care instructions and are required to maintain their uniforms in clean and tidy state.

6.4 Footwear

Shoes are the responsibility of individual staff members. RGRC recommends covered shoes to be worn at all the times in conjunction with the corporate uniform.

RGRC expects all employees to wear shoes which meet a presentable standard for their particular work area. The following non-exhaustive list of items of footwear will be considered inappropriate corporate footwear:

- Thongs
- Runners or sandshoes
- Slip-ons
- Ugg boots

6.5 Unacceptable Dress and Grooming:

The following dressing and grooming will be unacceptable in the workplace, although this is not an exhaustive list.

- Mini skirts or mini Shorts
- Clothing that can be deemed inappropriate in a sexual nature
- Stained or torn apparel (unless work location justifies the need)
- Singlets
- Tank top, halter tops, or see through tops
- Grooming that is deemed off putting to fellow staff ie: bad odour, unwashed appearance

6.6 Uniform Return

On cessation of the employee's employment, all uniforms must be returned to HR or the employee's manager/supervisor on the last day of work.

6.7 Uniform replacement (subsequent to initial purchase)

Roper Gulf Regional Council agrees to replace old or damaged uniforms upon the return of the item to the employee's manager. Where an item is lost or destroyed the item will be replaced upon the finishing of a statutory declaration by the employee detailing the loss or destruction.

The employee will be responsible to make sure that the uniform is clean and replace when it has come to a state where it does not represent the Council professionally.

Employees may purchase additional uniforms at cost.

6.8 Disposal of corporate uniforms

Staff must ensure the embroidered logo is removed from a corporate uniform before disposal.

Corporate uniforms must not be made available to non-RGRC staff.

6.9 Elected Members

RGRC's elected members are expected to wear their uniform while attending Council Meetings and other official functions.

7. REFERENCES

Acknowledgements (original author/source documents)	Nil
Related Policies	Employee Code of Conduct
Related Publications	<i>Nil</i>
Relevant Forms	<i>HR Uniform form</i>

8. DOCUMENT CONTROL

Policy number	015
Policy Owner	HR
Endorsed by	OCM
Date approved	22 January 2009
Revisions	May 2014
Amendments	16 December 2015
Next revision due	June 2017

9. CONTACT PERSON

Contact person
Contact number

Manager, Human Resource
08 8972 9000