

## UNIFORM POLICY

---



### DETAILS

Effective from:	01 November 2022
Contact officer:	Information Management Officer
Next review date:	November 2023
MAGIQ File reference:	26410

#### 1. Policy Background/Scope

The purpose of this policy is to describe the standard dress expected by Wujal Wujal Aboriginal Shire Council ("Council") in the workplace. Council requires that all staff wear a standard of dress appropriate to the circumstances and environment in which work is performed. Importantly, dress should be neither offensive nor hazardous.

This policy applies to all Council employees.

#### 2. Policy Provisions

Council is committed to ensuring proper processes and controls are in place to enable staff in various departments to complete their roles under the identity as Council employees. Uniforms must comply with the uniform guidelines attached as per schedule A to this policy.

##### Desired Outcomes

- The ready identification of Council employees throughout the Wujal Wujal community
- The empowerment of all staff to be identified as employees of Council
- To encourage all staff members to be a part of the Council team

##### Health and Safety

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

Action may include directing the employee to remove the particular clothing or jewellery while in the workplace. If it is not practicable to remove the particular item, Council may direct the employee to leave the workplace. Employees are expected to comply with these directions.



### **Acceptable Attire**

Acceptable attire at Council must be Council approved attire or Council approved uniforms and PPE with Council Logo as listed below:

#### Outdoor Staff

- Council PPE logo uniform – long hyper colour shirts, long pants, broad rim hats, covered footwear (workboots of the correct standard), safety glasses

#### Indoor Staff

- Council provided Polo Shirts with Logo with skirts/dress shorts, and/or pants with appropriate footwear

NB Covered footwear requires the toes to be covered. Thongs are not acceptable.

Costume 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 an employee's health or safety. If a staff member is uncertain whether his or her attire is acceptable, the employee should check with his/her manager or supervisor.

### **Ordering/Issuing of Uniforms**

Uniforms are not be ordered until successful completion of three months employment by the employee, however:-

Where the uniform or part of the uniform is required as part of PPE; or where the employee is employed in a public position (e.g. Reception), uniforms will be ordered on commencement of employment.

All employees, upon receipt of their uniforms shall sign an acknowledgement of such receipt.

Additional uniforms are available for purchase by the employee, noting that orders will be collected and sent as a bulk request to the supplier. Purchases of uniforms can be made through the Administration reception and paid for directly at the time of request.



**Unacceptable attire**

The following are items that are unacceptable in the workplace, although this is not an exhaustive list.

Attire that would be considered inappropriate when representing an employer could be, but not limited to:

- Sleeveless t-shirts and shirts
- Strapless blouses
- Extreme mini-skirts or shorts
- Thongs/flip flops

Any exceptions to above conditions due to special reasons must have permission from the appropriate Directors

Other items to consider include

**Jewellery**

Any item of jewellery that constitutes a foreseeable hazard having the potential to harm health or safety must not be worn in the workplace. In particular, rings or chains may become entangled in machinery and therefore pose a risk to workplace health and safety.

**Hair**

Hair should not represent a health and safety hazard. Where it does, the employee will be required to wear hair netting or tie it back. Hair should be worn in a neat and tidy fashion

**Tattoos**

Tattoos of an offensive nature must be covered.

**Uniform wear**

Any staff member supplied/having purchased a uniform is required to wear it whilst on duty (unless otherwise directed) and take responsibility for maintenance of the uniform.

UNIFORM POLICY

---



**Casual Days**

When a “casual dress day” is held (i.e. each Friday), it is expected that employees will dress appropriately, taking into account the “Unacceptable Attire”. If it is found that workplace participants are abusing the privilege of ‘casual days’ then management may, at their discretion, cease “Casual Dress Day”.

**Lost or Damaged Uniforms**

Any uniform request beyond the normal issue due to loss or damage that is not fair and reasonable will be expected to be paid for by the employee directly at the administration reception.

**Return of Uniforms**

On cessation of the employee’s employment, all uniforms must be returned to the main office or Supervisor on the last day of work.

**Employee Acknowledgement**

Each employee shall acknowledge by way of signature, that they have received a copy of the Uniform Policy and their compliance with the policy and agreement with any subsequent disciplinary actions that may result from a breach of the policy.

**Breach of Policy**

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

**Variations:** Council reserves the right to vary, replace or terminate this policy from time to time.

**Adoption/Review**

Manager responsible for Review: Chief Executive Officer

Level at Which Policy Approved: Chief Executive Officer

3. **Related Documentation:**  
Code of Conduct

# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## UNIFORM POLICY

---



### Uniform Policy Employee Acknowledgement

- I confirm that I have received a copy of the Wujal Wujal Aboriginal Shire Council's Staff Uniform Policy and agree to comply with all aspects of that policy
- I agree to abide by any direction given to me by the Chief Executive Officer or an appropriate Director/Manager to change my dress or appearance to comply with the Uniform Policy

Name:

Signature:

Date:

### VERSION CONTROL

Magiq ID	Date	Approval Date	Amendment	Next Review Due
26410	18/11/2022	18/11/2022	Adoption of Policy – CEO Approval	18/11/2023