

POLICY NUMBER	- 7.14
POLICY SUBJECT	- 7.14 Uniforms Staff Policy
DATE ADOPTED	- 25 September 2018 (Item 10.1.3)
RESPONSIBLE OFFICER	- Manager of Governance and Community Services
REVIEWED	- 21 April 2020 (CMRef 0186) 21 August 2026 (CMRef:XXXX)

Objective

To provide clear guidelines and parameters regarding a standardised dress code/uniforms for all staff when representing the Shire of Dowerin.

Policy

The Shire of Dowerin is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees.

Payments Made Under This Policy

The Shire will pay up to a maximum of \$500 per financial year to employees towards the cost of an approved corporate uniform for permanent employees, following the successful completion of their probationary period. The cost of any uniforms purchased above the \$500 limit will be borne by the employee.

Compulsory Uniform/Protective Clothing

Some conditions of employment involve the wearing of compulsory Personal Protective Equipment (PPE). In this instance, it is the responsibility of the Shire of Dowerin to provide appropriate and sufficient PPE to allow the employee to undertake the requirements of their role.

Each year, after budget adoption, the Shire of Dowerin will place a bulk order of the required PPE needed to ensure all employees are appropriately equipped. For employees who commence after the bulk PPE order occurs, the following guidelines for Shire of Dowerin provided PPE are:

Upon appointment as full-time on probation, part-time on probation or casual:

- One set of safety boots;
- Two pairs of long pants;
- Two long sleeved shirts with logo;
- One sun appropriate hat;
- One winter appropriate jacket with logo;
- One glove clip; and
- One four litre water drink container.

Upon confirmation of being made a permanent employee ie: satisfactory completion of probation, an additional three long sleeve shirts with logo and three pairs of long pants will be provided.

Each year, all permanent employees who have passed their probation will be provided with the following:

- One set of safety boots;
- Three pairs of long pants;
- Three long sleeved shirts with logo;
- One sun appropriate hat;
- One winter appropriate jacket with logo;
- One glove clip; and
- One four litre water drink container.

For safety reasons and risk mitigation, all staff are required to wear long sleeve tops/shirts and long pants. The rolling up of sleeves and pants is not allowed.

All two-tone uniform colours are yellow and navy with the Shire of Dowerin Logo in colour and all pants and hats are navy.

Safety gloves and sunglasses are stored at the depot as stock & will be available to all staff as required.

The employee is responsible for:

- Ensuring the uniform is kept clean and presentable; and
- The uniform is worn at all time during working hours.

Any employee who fails to wear the required uniform when presenting for duty shall be sent home to change and may and may result in disciplinary action. not receive payment for the time they are not at work.

Additional Requirements Relating to Protective Clothing

Uniforms will only be replaced outside of the standard ordering periods if it is proven by an employee that the PPE is no longer suitable for use due to ordinary wear and tear and/or a work-related incident.

An employee may not be entitled to a replacement uniform or an additional one-off allowance if their uniform has been damaged due to neglect or misconduct. In such cases the employee will be responsible for the replacement costs of the uniform.

An employee may be instructed to wear protective clothing by their supervisor. Employees will be issued with protective clothing by the Shire of Dowerin in accordance with the Shire's Personal Protective Equipment and Clothing (PPE) Procedure. An employee must not modify, alter or change protective clothing under any circumstances unless they are directed to do so by their supervisor.

Wearing Uniform Out of Hours

Employees should avoid wearing Shire uniforms outside working hours unless reasonably necessary for work purposes or incidental to travelling to or from work. Uniforms are to be worn only during working hours and not outside of working hours.

When wearing the Shire of Dowerin uniform, employees considered representatives of the organisation and must adhere to the Shire of Dowerin's Code of Conduct and behave to a high standard.

Wearing Shire and Local Government Branded Clothing Following Cessation of Employment

All clothing and items displaying the Shire of Dowerin logo, Local Government (LG) logo, name or other Shire or Local Government branding issued by the Shire remain the property of the Shire unless otherwise approved in writing.

Upon resignation, termination or otherwise ceasing employment with the Shire, all Shire or Local Government branded clothing and other branded items issued to the employee must be returned to the Shire prior to their final day of employment, or as otherwise directed by the Chief Executive Officer.

Former employees must not wear, use or display Shire of Dowerin or Local Government branded clothing or other branded items following cessation of employment, as this may incorrectly imply that the person remains employed by, represents, or is associated with the Shire.

Any former employee in possession of Shire or Local Government branded clothing or items must return those items to the Shire upon request.

Acceptable Standards of Dress

Employees who are not required to wear uniforms must present for work in a professional manner and be suitably attired for their work activities. The standard for both men and women is smart business dress.

Smart business dress for work may include tailored trousers, tailored skirts, collared business shirts, tailored jackets, dresses, blouses, smart/business shoes, socks, belts and ties.

Staff may wear the Shire of Dowerin polo shirt with skirts and pants during any day of the week.

Clothing considered inappropriate for the work environment includes low cut or sheer tops, tops that expose the midriff, shorts, thongs, sneakers, bare feet, singlets, faded or frayed jeans or other items of clothing deemed unsuitable by their supervisor.

The following items are considered acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the image required in the given work area:

- Clothing worn to comply with cultural or religious practices;
- Tattoos or body piercings; and
- Jewellery
- [If jewellery/piercings create a machinery hazard, they may need to be removed or secured.](#)

In relation to appropriate footwear and clothing, staff must have regard for possible hazards within the workplace eg: hot water spills, dropping heavy items etcetera and take steps to minimise the risk of injury.

When out of the office, staff are required to wear footwear and clothing appropriate to the task being conducted eg: water or housing/building inspections, loading or unloading vehicles etcetera which may be different to the footwear and clothing worn within the office environment.

Casual Dress Days

~~Staff working at the Shire Administration Office are allocated Friday as 'casual dress' day. On 'casual dress' days, 'smart casual' is the minimum required standard. On this day, staff may wear the Shire of Dowerin polo shirt with skirts and pants and acceptable jeans.~~

Unacceptable Standard of Dress

The following are considered unacceptable at the Shire of Dowerin:

- Clothing that contains messages or designs that may be offensive to others including but not limited to items of clothing which may be considered racist, sexist or derogatory; and
- Body tattoos that contain messages or designs that may be offensive to others including but not limited to tattoos which may be considered racist, sexist or derogatory.

Personal Hygiene

Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace. Clothes should be laundered to a reasonable standard and employees should be respectful of others and minimise strong body odour, perfumes and colognes when attending the workplace.

All matters relating to personal hygiene will be handled sympathetically and discreetly.

Consequences of Breaching This Policy

This policy constitutes a lawful instruction to all staff of the organisation and breaches may lead to disciplinary action by the Shire of Dowerin. People who breach this policy may also be personally liable for their actions.

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Managers and Supervisors

Managers and supervisors have responsibility to ensure employees are aware of this policy.

Related Documentation

Personal Protective Equipment and Clothing (PPE) Procedure

Related Legislation/Local Law/Policy/Procedure

Strategic Community Plan – Our Leaders – Outcome 3 – Commitment to continuous improvement in service delivery and good governance practices ensures the Shire is adaptive to evolving community needs.

Related Delegation

Nil