



## **POLICY – 6.3 – Staff Uniforms**

### **Relevant Delegation**

N/A

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### **Objective:**

- To provide an operating procedure that ensures the appearance of Shire employees reflects the values and professionalism of the organisation and encourages a positive public perception of the Shire and its employees.
- To build the public profile of the Shire by presenting a professional image and encourage a feeling of pride in keeping with the values of the organisation through providing employees with professional and practical uniform guidelines, including permanent staff or extended contract staff (>6 months) and salaried staff.

### **Policy Scope:**

- This policy applies to employees of the Shire of Menzies who respond or are covered by the Local Government Officers' (Western Australia) Award (the Award).
- Uniform/clothing requirements may vary between work areas and positions.
- This policy does not apply to volunteers.

### **Policy Statement:**

#### **Introduction**

#### **Uniform Allowance**

Employees identified in the policy scope above are entitled to a uniform allowance of \$500 per annum (pro-rata for part-time and casual employees) which can be used to purchase items through the Shire's suppliers or by agreement, for reimbursement of uniform purchases made by the employee.

One pair of shoes per annum can be reimbursed as part of the \$500 allowance.

The uniform allowance applies to the financial year and cannot be redeemed for cash.

The uniform allowance of \$500 per annum does not include a staff member's Personal Protective Equipment (PPE) or Personal Protective Clothing (PPC). Where an identified staff member has roles and responsibilities which require PPE/PPC, the Shire will provide such PPE/PPC as required.

## **Principles:**

### **Uniform Standards**

- Smart Business attire including name badges, should be worn by employees, particularly those in contact with members of the public.
- Corporate style pants, shirts, dresses, skirts, suits and jackets and similar items can be purchased from the Shire's identified supplier. Jeans are not considered corporate style.
- A polo shirt option is available from the Shire's supplier.
- Footwear must be fit for purpose and depending on the nature of the role. Employees may be required to wear closed in toe shoes.
- Other items may be purchased from a supplier of the employee's choice and reimbursed once approved by their Manager.
- Clothing must be in good repair, clean and appropriate for the tasks being performed for all staff representing the Shire including volunteers.
- Employees must ensure uniform items are replaced if they become faded, ripped or otherwise damaged.

### **Responsibilities**

Managers are responsible for:

- Ensuring their team adheres to this Uniform Policy and monitoring employee dress practices to ensure compliance.

All Employees are responsible for:

- Maintenance and cleanliness of garments at all times and maintaining a high level of personal presentation at all times.
- Appropriate footwear in accordance with the uniform standards outlined above.

### **Staff ordering of additional items**

- Orders from Shire suppliers in excess of entitlements are permitted but must be in accordance with the specifications of this operating procedure. Additional items must be paid for by the employee at the time of purchase.

### **Termination of employment**

- Upon termination, any uniforms embroidered with the Shire logo must be returned in full.

### **Free Dress Days**

- The CEO may designate smart dress casual Fridays. This may include jeans.
- Employees are expected to maintain a high level of personal presentation and ensure that the clothing and footwear worn is safe and appropriate for the tasks that are being performed.

– *End of Policy*

ADOPTED: 19 AUGUST 2020

LAST REVIEWED: 27 JULY 2023