



Gladstone Regional Council

Council Policy

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| Title | CORPORATE UNIFORM |
| Policy Number | P-2015/25 |
| Responsible Directorate | OFFICE OF THE CHIEF EXECUTIVE OFFICER |
| Responsible Officer | MANAGER PEOPLE AND PERFORMANCE |
| Date of Adoption | 18 AUGUST 2015 |
| Resolution Number | G/15/2516 |
| Date Review Due | 18 AUGUST 2018 |

1.0 PURPOSE:

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 wearing of Council's Corporate Uniform.

2.0 SCOPE:

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:

The policy does not apply to:

1. Volunteers.
2. The 'outdoor' workforce where it is mandatory to wear specific Personal Protective Equipment Apparel (high visibility work shirts, etc.).
3. Items of Personal Protective Equipment (PPE) such as hats, safety glasses, ear protection, safety vests and clothing that are required to perform specialist functions (for example, stagehand work, lifeguard duties).

However, Section 6.4 of the Policy, relating to branding, still applies to items in 2 and 3 above where it is practical for corporate logos to be applied.

3.0 RELATED LEGISLATION:

- Local Government Act 2009
- Income Tax Assessment Act 1997

4.0 RELATED DOCUMENTS:

- Gladstone Regional Council Corporate Uniform Corporate Standard
- Gladstone Regional Council Code of Conduct for Employees
- Personal Protective Equipment Corporate Standard
- Corporate Uniform Order Forms.

5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

- **PPE** means *personal protective equipment*
- **Full Time** means *working 38 hours per week, 76 hours per fortnight*
- **Part Time** means *employment for less than the normal weekly ordinary hours specified for a Full Time Officer*
- **Casual** generally means *both a regular casual employee (i.e. a casual employee who works regular hours on a systematic basis); and an irregular casual employee (i.e. a casual employee who works irregular hours on an occasional and non-systemic basis)*
- **Corporate Uniform Officer** means *an Officer of Council who has been appointed to act in the capacity of a Corporate Uniform Officer who is authorised to assess and provide advice on Corporate Uniform matters within the scope and direction of Council's Corporate Uniform Policy and Corporate Standard.*

6.0 POLICY STATEMENT:

6.1 CORPORATE UNIFORM COLOURS

Council's corporate uniform colours are:

Shirts:

- White
- Navy Blue
- Mid-Blue
- Grey
- Stone or chambray (additional option for staff whose duties include outdoor field work)
- Black (Gladstone Entertainment Convention Centre)

Dresses:

- Black

Bottoms:

- Black
- Charcoal

Jackets, Vests Cardigans and Pullovers:

- Black
- Charcoal.

6.2 CORPORATE UNIFORM STYLES

Council's Corporate Uniform Styles are limited to those styles referenced in Council's Corporate Uniform Corporate Standard.

6.3 PROCUREMENT OF UNIFORMS

Uniforms must be procured and branded in accordance with Council's procedures, via Council's nominated supplier/s. Employees can seek approval in accordance with the Corporate Uniforms Corporate Standard, to source the following items from alternative suppliers:

1. Plain white business shirts with collars and sleeves (men's and women's);
2. Black bottoms;
3. Black jackets, vests, cardigans, pullovers.

Items sourced from alternative suppliers must be approved by the Corporate Uniforms Officer prior to branding.

6.4 BRANDING

Council's corporate uniform and PPE apparel will be branded with Council's logo and name and, where appropriate, facility logo, in accordance with Council's Corporate Uniform Corporate Standard. Council will fund the cost of branding.

6.5 ALLOCATIONS

6.5.1. Employees are entitled to the following uniform allocations at Council's cost.

| Nature of Employment | Allocation (based on days worked per week) | |
|---|---|---|
| Full Time/Contract Employees (including trainees) | Five (5) Tops (shirts or dresses) Three (3) Bottoms (trousers, skirts) One (1) Jacket, vest, cardigan or pullover | |
| Part Time/Casual/School Based Employees | 5 Days (full or part day) | Five (5) Tops (shirts or dresses) Three (3) Bottoms (trousers, skirts) One (1) Jacket, vest, cardigan or pullover |
| | 4 Days (full or part day) | Four (4) Tops (shirts or dresses) Three (3) Bottoms (trousers, skirts) One (1) Jacket, vest, cardigan or pullover |
| | 3 Days (full or part day) | Three (3) Tops (shirts or dresses) Two (2) Bottoms (trousers, skirts) One (1) Jacket, vest, cardigan or pullover |
| | 2 Days (full or part day) | Two (2) Tops (shirts or dresses) Two (2) Bottoms (trousers, skirts) One (1) Jacket, vest, cardigan or pullover |
| | 1 Day (full or part day) | One (1) Tops (shirts or dresses) One (1) Bottoms (trousers, skirts) One (1) Jacket, vest, cardigan or pullover |

6.5.2 Additional Items

Employees can purchase, at their own cost, additional uniform items greater than the allocations nominated in this section. Additional items purchased at the employees cost can be branded with Council's logo, at the Employee's cost. Employees should be aware that any items branded with Council's logo must be relinquished at termination / resignation.

Branded uniforms purchased at the employee's cost are tax deductible as stated in the Income Tax Assessment Act 1997.

6.5.3 Alterations and Accessories

Garments are not to be altered in any way except where necessary for correct fitting. Employees are responsible for funding the cost of any alterations required to corporate uniform items and for the purchase of accessories that aren't part of the garment (i.e. belts).

6.6 RE-SUPPLY OF CORPORATE UNIFORM

Uniforms will be replaced on a reasonable wear and tear basis or as an individual's circumstances change (i.e. weight loss/gain, pregnancy, etc.) at the discretion of the Corporate Uniform Officers, in consultation with the employee's Manager where appropriate. The Corporate Uniform Corporate Standard should be referred to for re-issue allocations.

6.7 RETURN OF UNIFORMS UPON RESIGNATION / TERMINATION OF EMPLOYMENT

Employees are required to return uniforms which are branded with Council's logos to the Human Resources Division or directly to the Gladstone Procurement Office, on termination/resignation. This is to maintain the integrity of Council's corporate image by minimising the risk of Council being misrepresented.

6.8 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.

6.9 WEARING OF THE CORPORATE UNIFORM / EXEMPTIONS

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

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

As an equal opportunity employer, Gladstone Regional Council understands that certain circumstances and employment duties will require some degree of flexibility. Accordingly, employees can request, via their Manager, an exemption from wearing the corporate uniform. Examples of where exemptions may be appropriate include maternity wear, religious restrictions/requirements, illnesses or accidents that prevent staff from wearing the relevant uniform, office based staff attending work sites or involved in activities such as relocating offices, management staff whose uniform is primarily issued as PPE, or

depending on employment commencement date, a lack of uniform quantities, or where approval has been granted by management for 'themed' days or for specific events.

In accordance with Workplace Health and Safety best practice for sun protection, long pants and long sleeved shirts will be worn by staff that are required to work outside as part of their normal duties. This requirement shall apply unless an exemption has been granted on genuine safety or medical grounds at the discretion of the Coordinator of Occupational Health and Safety or the Chief Executive Officer.

6.10 CORPORATE TIES

In addition to the uniform allocations Council will also supply the Chief Executive Officer, Directors, Chief Finance Officer and Managers with two (2) corporate ties with the corporate logo embroidered on them. The Chief Executive Officer may also approve the allocation of a corporate tie to other Officers where they are representing Council in an official capacity.

6.11 FOOTWEAR

Expenses relating to the purchase of footwear for employees that is not mandatory PPE are the responsibility of the individual employee. All footwear must comply with the requirements of Gladstone Regional Council's Code of Conduct for Employees and Personal Protective Equipment Corporate Standard. Any mandatory PPE footwear will be purchased by Council.

6.12 NAME BADGES

Gladstone Regional Council name badges are to be worn by Customer Service 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. All staff are encouraged to wear name badges during working hours.

7.0 ATTACHMENTS:

Nil.

8.0 REVIEW TRIGGER:

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council.
3. Periodic Review – 3 years from date of adoption.

| TABLE OF AMENDMENTS | | |
|----------------------------|------------------|--------------------------------|
| Originally Adopted | 8 May 2008 | Formerly Policy P-3.04.01 |
| Amendment 1 | 20 May 2008 | Formerly Policy P-3.04.01 |
| Amendment 2 | 31 July 2008 | Formerly Policy P-3.04.01 |
| Amendment 3 | 19 November 2013 | G/13/1786 |
| Amendment 4 | 18 August 2015 | G/15/2516 (formerly P-2013/22) |

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STUART RANDLE
CHIEF EXECUTIVE OFFICER