



CORPORATE UNIFORM AND DRESS POLICY

01.12.01

1. BACKGROUND

The Corporate Uniform and Dress Policy ('the Policy') provides Weddin Shire Council information on a corporate uniform policy that outlines a dress code. This Policy formalises the process moving forward.

2. PURPOSE

A Corporate Uniform projects and enhances a professional and corporate image of Council and encourages and promotes unity within the organisation. The Corporate Uniform is to be worn by employees who are predominately engaged in an office environment. Additionally, this document outlines the allocation and management of uniforms for corporate staff. Council's dress code provides employees with guidelines on acceptable and appropriate standards of dress. Council's image and that of the region can be affected by the presentation of our employees.

3. POLICY OBJECTIVES

The objectives of the Corporate Uniform Policy are to:

- 3.1. Ensure the professional and corporate image enhancement through a Corporate Uniform for Council employees.
- 3.2. Consult and engage with employees on the styling of the Corporate Uniform policy.
- 3.3. Ensure the clothing provides functionality, uniformity and safety.
- 3.4. Encourage employees in the office environment to adopt the Corporate Uniform standards.

4. LEGISLATION

- *Anti-Discrimination Act (NSW) 1977*
- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *Summary Offences Act 1966 Sect 17 (Obscene actions)*
- *Crimes Act 1900- Sect 392 (Offensive behaviour)*

5. APPLICATION/SCOPE

- 5.1. This Policy applies at all times to Council employees, specifically Corporate, in the Weddin Local Government Area.
- 5.2. This is to be of a business style in line with the approved range of uniform.
- 5.3. The Corporate Uniform is encouraged for all administration staff, regardless of part-time or fulltime employment.
- 5.4. Staff will be supplied with and are recommended to wear a name badge.
- 5.5. Council's Corporate Uniform is compulsory for permanent indoor employees (fulltime and part-time) who are front counter staff and/or employees who maintain significant face to face public contact during normal working hours.

5.6. Exemptions

- 5.6.1. Staff members that require a mix of indoor and outdoor uniforms as a requirement of their role will be allocated a percentage of each provision on a pro-rata basis as recommended by their manager and Human Resources.
- 5.6.2. Staff members who believe they have a legitimate reason for not complying with this policy will approach their individual supervisor. The matter will then be referred to the relevant Director who will consult with Human Resources and consider any exemption.
 - 5.6.2.1. Exemptions may apply to employees on an irregular occurrence who are expected to wear the Corporate Uniform due to legitimate reasons which can be noted by the individual supervisor.
- 5.6.3. Outdoor staff are required to adhere to the PPE Uniform Policy and the Sun Protection Policy.
- 5.6.4. The Policy does not apply to volunteers, contractors, consultants or short term temporary employees (ie. Less than six [6] months). These persons must maintain an appropriate standard of corporate attire in keeping with the intent of this Policy in regards to displaying a professional image.

6. POLICY

6.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

Roles	Responsibility
Employees	For adhering to the Corporate Uniform Policy
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.
Director of Corporate Services	The Director of Corporate Services is responsible for maintaining budget allocation to provide the Uniform Policy to staff

Roles	Responsibility
Finance Officer	Responsible for coordination of ordering of corporate uniforms and liaising with suppliers.

6.2. Style and Colour

6.2.1. The Corporate Uniform styles and colours are limited to those styles listed in Council's Corporate Uniform Procedure.

6.2.2. Uniforms must be procured and branded in accordance with Council's procedures, via the nominated suppliers. The following provides the Policy principles.

6.3. Acceptable Attire

Acceptable attire at Weddin Shire Council is as follows:

Men

- Approved range - Trousers
- Approved range - Shirts
- Approved range - Suit Jacket, cardigan, pullover or vest
- Approved range - Casual polo (for community or council events, casual dress days, and training/workshops. The polo shirt is not part of the corporate uniform.)
- Dress Shoes (appropriate to workplace and corporate image - not provided)
- Approved range - Tie (optional)

Women

- Approved range - Skirt
- Approved range - Trousers
- Approved range - Shirt / Blouse
- Approved range - Dress
- Approved range - Suit Jacket, cardigan, pullover or vest
- Approved range - Casual Polo (for community or council events, casual dress days, and training/workshops. The polo shirt is not part of the corporate uniform.)
- Dress Shoes (appropriate to workplace and corporate image - not provided)
- Approved range - Scarf (optional)

6.3.1. Clothing 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 health or safety. If a workplace participant is uncertain about whether his/her attire is acceptable, the workplace participant should check with the Department Director.

6.4. Unacceptable Attire

The following is a guide to attire that is unacceptable in the workplace. It is not an exhaustive list. The following should also be read with the definition of 'professional image'.

Unacceptable attire includes but is not limited to the following items;

- Sports Shoes - Joggers, sneakers, trainers
- Stiletto Shoes - Stiletto High Heels more than 2 inches high
- Thongs / Sandals and open toes shoes
- Shorts
- Singlets - Excludes Sleeveless Tops
- Sheer / See-Through attire
- Denim (unless for Casual days or special occasions approved by the General Manager)

6.4.1. Where an employee fails to comply with the dress standard as determined by the appropriate supervisor, the employee may be asked to return home in his/her own time and return to work appropriately dressed.

6.4.2. Acceptable attire is assessed during the Probationary Period Assessment between the Supervisor and the Employee.

6.4.3. Clothing and shoes for casual dress days, community or council events, and training/workshops where Council Corporate Uniform is not worn, must still be appropriate for the workplace and in keeping with Council's corporate image.

6.5. Branding

6.5.1. Council's corporate uniform will be branded with the LG NNT Logo or Council's logo with respect to purchases from other suppliers.

6.5.2. All Council uniforms items shall be readily identifiable as a Council uniform by the attachment of Council's Logo or the LG NNT Logo in a location on the item of clothing which is easily viewed under normal circumstances.

6.6. Return of Uniforms

Employees are required to return uniforms which are branded with Council's logo to the Human Resources department on Termination/ Resignation within five business days. This is to maintain the integrity of the Council's corporate image by minimising the risk of the Council being misrepresented in the future.

6.7. Presentation

- 6.7.1. In accordance with Council's Model Code of Conduct and Procedures for employees, a high standard of personal presentation is required from employees at all times whilst on duty and representing Council in an official capacity.
- 6.7.2. Uniforms are to be clean, neatly pressed and maintained in good order at the employees cost. The manufacturer's care and washing instructions are to be followed. Laundry and dry cleaning costs for corporate uniform items are tax deductible however it is the individual's responsibility to verify their own individual taxation.

6.8. Special Interest and/or Fundraising Days

When a special Interest and/or a fundraising day is held (i.e. Jeans for Genes Day), it is accepted that employees may dress in appropriate themed attire, whilst adhering to the guidelines in set out in the Unacceptable Attire section.

6.9. Identification

- 6.9.1. Council will provide employees with a name badge to be worn during normal working hours and when representing Council.
- 6.9.2. Any person employed by Council who enters private property as part of their duties must carry an identification card issued by Council.

6.10. Tattoos and Body Piercing

- 6.10.1. Tattoos that could be perceived as offensive should be discreetly covered where possible (eg. Sexually graphic, lewd, violent, extremist or otherwise offensive tattoos etc.) This item is to be administered at the discretion of the Human Resources Manager.
- 6.10.2. Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

6.11. Health and Safety

- 6.11.1. Weddin Shire Council is required to remove any reasonably foreseeable risk to workplace health and safety. If Council considers that particular clothing, shoes 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.
- 6.11.2. Action may include directing the individual to remove or replace the particular clothing, shoes or jewellery while in the workplace. If it is not practicable to remove or replace the particular item, Council may direct the workplace participant to leave the workplace. The individual is expected to comply with any such direction.

6.12. Uniform subsidy

- 6.12.1. An annual uniform allowance of up to \$250.00 will be available to permanent fulltime (pro-rata for part-time employees) employees wishing to update or replace their uniform commencing from 1 July 2024.

- 6.12.2. Any unexpended subsidy will be forfeited on 30 June each year. Under no circumstances is this to be exchanged in lieu of cash or any other benefit.
- 6.12.3. Additional items may be purchased at the employee's expense.
- 6.12.4. Temporary appointed employees for periods of less than 12 months, and casual staff, will be considered on an individual basis subject to positional requirements and the duration of employment, at the discretion of the Department Director.

6.13. Breach of Policy

Continued breaches and/or deliberate breaches of this Policy may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

6.14. Related Documents

- Weddin Shire Council Model Code of Conduct and Procedures
- Corporate Uniform and Dress Procedure
- Personal Protective Equipment (PPE) Policy and Procedures
- Work Health & Safety Management Plan
- Workwear Group Order Form

7. DEFINITIONS

Key Terms	Meaning
Approved Range	Is the clothing style and colour scheme set by the General Manager in consultation with the Employees.
Casual	Shall mean an employee engaged on a casual basis as per the Local Government (State) Award 2023 or contract of employment.
Contractor/Consultants	Shall mean those people engaged on a contractual or consultancy basis and not an employee. Specifically those paid out of creditors and not through payroll.
Contract Employees	Shall mean those people employed on a common law contract of employment. This includes General Manager.
Council	Weddin Shire Council
Fulltime	Shall mean as per Local Government (State) Award 2023 or as per contract of employment. Generally 35 hrs per week.
Part-time	Shall mean employment for less than the normal weekly ordinary hours specified for a full time employee.
PPE	Personal Protective Equipment. Includes any item of clothing, equipment or device designed to protect a person from risks of injury or illness.
Professional image	Professional image by way of guidance includes 'business professional' clothing that consists of wearing generally conservative/classic and non-extravagant clothing, allowing staff to portray themselves in a professional manner. Clothes are to be cleaned, without any stains or with odour and ironed (where necessary). It should not expose much body or skin.
Staff	Shall mean employees of Weddin Shire Council, collectively referred to in this Policy as 'Workplace Participants' who are not required to wear PPE apparel.
Temporary	Shall mean for a specified period of time or for a specified task.

Title: Corporate Uniform and Dress Policy		
Department: General Manager / Corporate Services		
Version	Date	Author
01 - DRAFT	27/01/2023	General Manager
02	01/08/2023	WHS Officer
03	07/05/2024	EA to General Manager ADOPTED 16 MAY 2024 RESOLUTION 093/24
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director Corporate Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
Review Date: 2027		
Amendments in the release		
Amendment History	Date	Detail
Annexure Attached:		
<p>Noreen Vu General Manager</p>		