

City Policy – Corporate Uniform Policy

Policy Statement

1. The City of Albany corporate uniform is available to all employees. Unless specifically required by a condition of employment or workplace instruction, wearing the corporate uniform is not compulsory.
2. Where a uniform is compulsory, Council will provide the uniform in accordance with applicable awards and Certified Agreements. All other uniform purchases will be at the employee's expense. Staff may choose to purchase a uniform, regardless of any workplace requirements to wear one.
3. The Corporate City of Albany Logo is required to be branded on uniforms. Identification of a specific area or function of Council on any uniform garment must be approved by the Manager Communications. This will only be permitted when there is significant and ongoing engagement with the community and it is necessary or beneficial to identify the provider of the activity to the community.
4. Council's preferred supplier/s must be engaged for all corporate uniform purchases and all items must be embroidered with the City of Albany approved logos.
5. Corporate uniforms must not be made available to non-Council employees.

Objective

- a. Employees must ensure their personal appearance and presentation are clean, tidy and appropriate for their work role and take into account the particular circumstances of their work place and ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions.
6. .To:
 - a. Establish guidelines for the purchasing and wearing of City of Albany corporate uniform.
 - b. Outline dress standards staff are to observe when representing Council in a professional capacity and provide staff with clear guidelines for accepted standards of dress and appearance during working hours.

Scope

7. This policy applies to employees of the City of Albany where it is not mandatory to wear high visibility, safety specific apparel or those that require specialist-function clothing. Uniform/clothing requirements will vary between work areas and positions.
8. **Exclusions:** The policy does not apply to Volunteers.

GUIDELINE STATEMENTS

9. A high standard of personal presentation is required from employees at all times whilst on duty. It is expected that items of personal hygiene are attended to daily and all clothing is clean, neatly pressed and in good condition. Casual, temporary or other office employees who choose not to wear the corporate uniform are expected to adhere to corporate dress standards.

10. It shall be a job requirement that the employees involved in designated areas (such as the ALAC and NAC) wear the full uniform at all times during the performance of their duties unless a specific task necessitates otherwise.
11. Employees not working in designated areas may choose to purchase and wear an approved uniform themselves. The City shall pay 50% of uniform costs up to \$300 per year.
12. An employee found to have abused their allowance or attempts to claim more than their entitled \$300 allowance per annum will be required to reimburse the City and may face disciplinary action.
13. Uniforms for staff in non-designated work areas should fall into the following colours only: black, navy, charcoal/ grey or white.

A. Responsibility

14. During working hours, employees utilising the Uniform Policy benefits must wear the clothing as a complete outfit and not mix or match with other types of clothing. All articles of clothing therefore must have the approved logo.
15. Uniforms must only be worn whilst on official duty, including travel to and from work.

B. Designated Work Areas

16. The approved uniform for City employees in designated work areas is the range provided by the City's preferred supplier(s) (see appendix 1).
 - a. **INDOOR EMPLOYEES:** The approved uniform for indoor employees includes but is not limited to:
 - Albany Heritage Park
 - Albany Leisure & Aquatic Centre (ALAC)
 - Albany Visitors Centre
 - Day Care
 - Library
 - North Road Customer Service Team(s)
 - Executive Assistant to CEO, Council Liaison and Mayor's Liaison
 - Personal Assistants to EDs
 - Vancouver Arts Centre
 - b. **OUTDOOR EMPLOYEES:** It is acknowledged that employees who are required to work in situations where exposure to the elements is a factor or dangerous work situations exist, the City will endeavour to ensure that the appropriate type of uniform is provided through consultation with the employees concerned.
17. The approved uniform for outside employees, includes but is not limited to:
 - Civil Construction Workers
 - Ranger & Emergency Services staff
 - Reserves/Parks and Gardens staff
 - Supervisors of these staff
 - Trades staff
 - Waste Facility staff

C. Non-Designated Work Areas

18. The corporate uniform is encouraged though not compulsory. The approved uniform for City employees in non-designated work areas is the range provided by the City's preferred supplier(s) (see appendix 1).
19. Each employee will receive a clothing allocation each financial year. A financial year being from 1 July to 30 June requiring the uniform to be received and invoiced prior to 30 June of that financial year.

D. Resignation / Termination of Employment

20. Employees are required to remove corporate branding from any uniform on termination/resignation. This is to maintain the integrity of Council's corporate image by minimising the risk of Council being misrepresented in the future. Corporate uniforms must not be made available to non-Council staff.

E. Cleaning and Repair

21. Uniforms must be maintained in a neat and clean condition. The manufacturer's care, instructions should be followed to maximise the life and presentation of the garment.
22. The cleaning and repair of the uniform is the responsibility of the individual employee.

F. Replacement of Uniforms

23. Employees who work in designated areas may replace their uniform on a yearly and/or as needed basis providing that the existing uniform is either damaged or showing signs of wear.
24. Employees who do not work in designated areas but have nominated to wear a uniform are to utilise their yearly allowance; if this has been exhausted they will need to make any necessary purchases at their own cost.

G. Uniform Supplier

25. Uniforms must be procured and branded in accordance with the City of Albany's nominated supplier/s list (see appendix 1).

H. Ordering and Allocation of Uniforms

26. Employees who work in designated areas will be advised of their uniform entitlement upon employment commencement. Uniforms for those employees in designated areas are to be ordered via Human Resources or PA's who will arrange bulk orders with the preferred supplier.
27. Employees who do not work in designated areas can request to purchase uniform with or without subsidy via their relevant Directorate PA. When an employee who does not work in a designated area wishes to purchase a uniform they are required to use a uniform supplier from the Nominated Uniform Supplier List (see appendix 1) and provide the supplier with their name and employee number; the supplier will then invoice the City of Albany directly resulting in no cost incurred to the employee.
28. Note: Cost of uniforms will be taken from the appropriate Directorates' budget and all purchases must be approved by the Executive Director with the exception of allocated uniforms for new identified workers.
29. Relevant PAs to EDs will arrange Debtor Requests to recover costs from employees concerned

I. Free Dress Days

30. The Chief Executive Officer or Executive Director may determine 'free dress' days for Inside staff. These days shall be held in conjunction with the fundraising and awareness of activities of well-known charities. On these allocated days, employees will be permitted to wear appropriate dress that reflects the theme of the fundraising event.
31. Free dress days must not compromise safety, customer service or the perception of Council employees within the community. Employees shall be made aware of these allocated days by emails from either the Chief Executive Officer or delegated officer. Funds raised on these specific days will be presented to the relevant charity.

J. Unacceptable Uniform

32. Unless prior authorisation has been given by management, the following items may NOT be worn by employees during the course of everyday business.
- Clothes that have offensive, derogatory or discriminatory logos, text, including items of clothing displaying a prominent logo (other than the City of Albany and associated logos such as T-shirts)
 - Beach wear
 - Cargo pants
 - Draw string pants
 - Jeans or any item of denim (unless approved by Manager and jeans have no rips/ prominent logos etc.)
 - Knee high boots with mini-skirts
 - Leather trousers or skirts
 - Leggings
 - Midriff or spaghetti strap tops
 - Over revealing or figure hugging tops
 - Running shoes
 - Sporting attire, including Shorts (with the exception of ALAC staff)
 - Ski pants
 - Thongs of any kind
 - Ugg boots
33. An exception to the rule will be made for casual dress days, where jeans/denim, cargo pants and t-shirts will be accepted.
34. Employees who are not dressed in an appropriate manner will be asked to change their attire or presentation. If this requires the employee to return home they will be required to make up any lost time.

K. Accessories

35. All employees are required to minimise accessories that may be offensive or confronting to the general public. This includes:
- Brightly coloured hair outside of the normal red, brown, black and blonde
 - Uncommon hair styles such as Mohawks
 - Piercings other than a small nose piercing and 2 – 3 ear piercings
 - Tattoos that are sexually explicit, culturally insensitive or contain offensive language
36. Employees may be required to remove piercings and cover tattoos for the duration of their shift.
37. Any exemptions will be at the manager's discretion.

Review Position and Date

38. This policy and is to be reviewed by the document owner every two years.

Associated Documents

- City of Albany Collective Enterprise Agreement 2016 (CoA EBA 2016)
- Council Policy: Code of Conduct (Council Members, Committee Members, Staff & Volunteers)
- City Policy: Employee Code of Conduct Policy
- City Policy and Procedure: Sun Protection in the Workplace
- Sun Protection Policy (specific to Works & Services)

Legislative Context

- Local Government Act 1995 (WA)
- Occupation Safety and Health Act 1984 (WA)
- Occupation Safety and Health Regulations 1996 (WA)
- Fair Work Act 2009
- Income Tax Assessment Act 1997

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0.1	Human Resources Advisor	Draft v1. Drafted for review by the EMT and General Consultative Committee (GCC).	11/09/2013
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2.1	Human Resources Administrator	Updated for new EBA and new preferred supplier	24/01/2017
2.2	HR Coordinator	Updated for new supplier and remove track changes.	18/09/2017

APPENDIX 1 – PREFERRED SUPPLIERS LIST

Corporate Wear West

Contact: Lee-Ann Sinagra, Account Manager
Address: Unit 21B, 12-16 Milford Street, East Victoria Park WA 6101
Telephone: (08) 9472 5557
Fax: (08) 9472 5559
Email: walga@corporatewearwest.com.au
Website: <http://www.corporatewearwest.com.au/>

Barefoot Clothing

Address: 56 Cockburn Road, Albany WA 6330
Telephone: (08) 9841 7432
Fax: (08) 9841 7421
Email: barefoot@bigpond.net.au

The Workwear Group – NNT

Contact: Sonia Broomehead, Account Manager
Address: Unit 1, 93 Francisco Street, Belmont WA 6104
Telephone: (08) 9373 0001
Mobile: 0438 211 743
Email: sbroomehead@pacbrands.com.au
Website: www.theworkweargroup.com

Uniform Fashions

Address: 567 Wellington Street, Perth WA 6000
Telephone: (08) 9321 9596
Fax: (08) 9322 3552
Email: uniforms@uniformfashions.com.au
Website: www.uniformfashions.com.au

Great Southern Supplies

Address: 180 Chesterpass Road
Albany WA 6330
Telephone: (08) 9841 5700