



**Policy Title:**                    **UNIFORM POLICY**

**Policy Type:**                    **HUMAN RESOURCES**  
 (Statutory, Financial, Administrative, Human Resources)

**Policy Number:**            **HR015**

Approved by Council	Last Review	Current Review	Next Review
	19 May 2020	18 May 2021	17 May 2022
	Resolution #	Resolution #	Resolution #
	20.6632	21.6948	
Approved by CEO/Director:	Bernie McCarthy – CEO	 ..... Signature.	
Effective Date	<b>18 May 2021</b>		
Implementation Department	Officer Position		
Corporate Services	Human Resources Manager		
Revision #:	Document Management File #.		
<b>6.0</b>	<b>01-03-HR017</b>		

## **1. Policy Background/Scope**

The purpose of this policy is to describe the standard of dress expected by Aurukun Shire Council ("Council") in the workplace. Council requires that all staff wear a standard of dress appropriate to the circumstances and environment in which work is performed. Importantly, dress should be neither offensive nor hazardous.

Council is committed to ensuring proper processes and controls are in place to enable staff in various departments to complete their roles under the identity as Council employees.

Providing uniforms to Council employees is intended to:

- Readily identify Council employees throughout the Aurukun community.
- Empower all staff to be identified as employees of Council.
- Encourage all staff members to be part of the Council team.

## **2. Health and Safety**

Council is required to remove any reasonably foreseeable risk to workplace health and safety. If Council considers that particular clothing 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.

Action may include directing the employee to remove the particular clothing or jewellery while in the workplace. If it is not practicable to remove the particular item, Council may direct the employee to leave the workplace. Employees are expected to comply with these directions.

## **3. Acceptable Attire**

All employees are required to wear Council approved uniforms and PPE while on duty unless otherwise directed. All blouses/shirts will be embroidered with the Council logo and all pants/shorts/skirts will be embroidered with the text, "ASC".

### **Male Employees**

- Administration includes Cairns and Aurukun Offices, agencies such as the Bank, Post Office and Arts Centre: – collared shirt (long or short sleeve), dress pants and /or shorts with covered footwear.
- Pants and shorts maybe either navy blue or taupe.
- All shirts will be Navy Blue.
- Day Care staff: – polo shirts, shorts/trousers with covered footwear.
- Aged Care: – polo shirts with trousers and/or shorts/pants with covered footwear (except the kitchen employees who must wear black and white).
- Outside Employees: - work shirts (long or short sleeve), work pants and/or shorts, work boots of the correct standard.
- Cleaning crew – work shirts with long or short sleeves, work pants/shorts with covered footwear.
- Other Council employees: Collared shirt (long or short sleeve) dress pants and/or shorts with covered footwear.

## **Female Employees**

- Administration includes Cairns and Aurukun Offices, agencies such as the Bank, Post Office and Arts Centre: – blouses or tops with skirt, dress shorts and/or pants with covered footwear.
- Skirt, dress shorts and/or pants maybe either navy blue or taupe.
- All blouses will be Navy Blue.
- Day Care staff: – polo shirts, shorts/skirts with covered footwear.
- Aged Care: – polo shirts with skirts and/or shorts/pants with covered footwear (except the kitchen employees who must wear black and white).
- Outside Employees: - work shirts (long or short sleeve), work pants and/or shorts, work boots of the correct standard.
- Cleaning crew – polo shirts, skirts/pants/shorts with covered footwear.
- Other Council employees:- Collared shirt (long or short sleeve) dress pants and/or shorts with covered footwear.

## **Covered footwear**

Covered footwear requires the toes to be covered. Thongs or sandal type shoes are not acceptable.

## **Religious and cultural requirements**

Costume and garments worn to comply with religious or cultural requirements are acceptable as long as they do not compromise an employee's health or safety. If a staff member is uncertain whether his or her attire is acceptable, the employee should check with his/her manager or supervisor.

## **4. Ordering/Issuing of Uniforms**

Uniforms and should be ordered for all employees on commencement of their employment with Council. Where an employee is required to where PPE this should be provided on their first day of employment.

All employees, upon receipt of their uniforms shall sign an acknowledgement of such receipt.

Uniform issues include:

Female employees: 3 tops and 3 items which can be a mix of skirts, pants and/or shorts where appropriate (or 1 dress which is equivalent to 1 top and 1 bottom); and footwear if required as part of the job description.

Male employees: (Administration): 3 shirts and 3 pants/shorts, and footwear if required as part of the job description.

Male and Female employees: (outside): 3 shirts and 3 pants and/or shorts; 1 pair work boots. To be replaced as required, dependent on the wear and tear.

Footwear is an employee responsibility except if it is prescribed Personal Protective Equipment (PPE) such as steel capped boots.

Uniforms are issued on a yearly basis apart from those required earlier due to the wear and tear.

Staff may purchase extra uniforms through Council by way of cash or deduction authority.

## **5. Unacceptable Attire**

The following are items that are unacceptable in the workplace, although this is not an exhaustive list.

Attire that would be considered inappropriate when representing an employer could be, but not limited to:

- Sleeveless t-shirts and shirts
- Strapless blouses
- Extreme mini-skirts or shorts
- Thongs/flip flops

Any exceptions to the above conditions due to special reasons must have permission from the appropriate Directors.

## **6. Personal presentation**

### **Jewellery**

Any item of jewellery that constitutes a foreseeable hazard having the potential to harm health or safety must not be worn in the workplace. In particular, rings or chains may become entangled in machinery and therefore pose a risk to workplace health and safety.

### **Hair**

Hair should not represent a health and safety hazard. Where it does, the employee will be required to wear hair netting or tie it back. Hair should be worn in a neat and tidy fashion.

### **Tattoos**

Tattoos of an offensive nature must be covered.

## **7. Lost or Damaged Uniforms**

Any uniform request beyond the normal issue due to loss or damage that is not fair and reasonable will be expected to be paid for by the employee either by direct debit or by way of wage deduction.

## **8. Return of Uniforms**

On cessation of the employee's employment, all uniforms must be returned to Human Resources or the Supervisor on the last day of work.

## **9. Related Documentation**

*Code of Conduct*

*Uniform Request Form*