

# Shire of Wiluna Policy Manual

## CORPORATE UNIFORM, DRESS CODE & HYGIENE AT WORK

### Policy 7.9

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## Corporate Uniform, Dress Code, & Hygiene at Work Policy

### Policy Statement

The type of clothing and standard of dress for the **Shire of Wiluna's** employees varies according to roles and safety requirements. This policy provides parameters regarding appropriate types of clothing, standards of dress and related matters.

### Commitment

The **Shire of Wiluna** is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. This policy aims to fulfil such a commitment by providing clarity about personal clothing and hygiene standards. For this policy, the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the **Shire of Wiluna** in any capacity.

### Standards of Dress (Staff Uniform)

The Chief Executive Officer is authorised to set the standards of dress including the style, design, logo and colour of the staff uniform.

### Compulsory Uniform/Protective Clothing

The **Shire of Wiluna** may require employees to wear a uniform. Usually, a compulsory **Shire of Wiluna** uniform will be provided at no cost to the employee. In some cases, an allowance may be provided for the purchase and maintenance of a uniform. The following applies about the compulsory wearing of **Shire of Wiluna** uniforms:

- The employee is responsible for ensuring their uniform is kept clean and presentable. Any employee who fails to wear the required uniform when presenting for duty shall be sent home to change and may not receive payment for the time they are not at work;
- Uniforms shall be replaced if it is determined by an appropriate officer that they are no longer suitable for use due to ordinary wear and tear;

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- If an employee's uniform is damaged, the employee may be entitled to a replacement uniform or an additional one-off allowance. An employee may not be entitled to a replacement uniform or an additional one-off allowance if their uniform has been damaged due to neglect or misconduct. In such cases the employee will be responsible for the replacement costs of the uniform; and
- Uniforms will remain the property of the **Shire of Wiluna**. Employees who are ceasing work with the **Shire of Wiluna** must return their uniforms before the completion of their final working day.

### *Additional Requirements Relating to Protective Clothing*

An employee may be instructed to wear protective clothing by an appropriate officer. Employees will be issued with protective clothing by the **Shire of Wiluna**. An employee must not modify, alter or change protective clothing under any circumstances unless they are directed to do so by an appropriate officer.

### *Wearing of Uniform out of Hours*

Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform, they are recognised as representing the **Shire of Wiluna**. Employees must adhere to the **Shire of Wiluna's** Code of Conduct, policies and procedures if they are wearing the uniform outside of work.

An employee must refrain from consuming alcohol while wearing a **Shire of Wiluna** uniform unless alcohol consumption has been sanctioned by an appropriate officer. Employees who consume alcohol or act inappropriately while wearing a uniform may face disciplinary action.

### *Acceptable Standards of Dress*

Employees who are not required to wear uniforms must present for work in a professional manner and be suitably attired for their work activities. The standard for both men and women is smart business dress.

Smart business dress for work may include, tailored trousers, tailored skirts, collared business shirts, tailored shorts, tailored jackets, dresses, blouses, smart/business shoes, socks, appropriate underwear, belts and ties.

Smart business dress for work does not include; low cut or sheer tops that expose the midriff, shorts that expose the buttocks, thongs, bare feet, singlets, faded jeans, frayed jeans, board shorts or other items of clothing deemed unsuitable by an appropriate officer.

The following items may be acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the image required in the given work area.

- Clothing is worn to comply with cultural or religious practices;

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- Tattoos or body piercings; and
- Jewellery.

An employee's hair should be neat and tidy and kept in a clean condition. Employees with long hair may be required to tie it back or wear a hair net at the request of an appropriate officer.

### *Casual Dress Days*

On "casual dress" days, "smart casual" is the minimum required standard. Further guidance is available from the respective line manager.

### *Unacceptable Standards of Dress*

The following items are unacceptable at the **Shire of Wiluna**:

- Clothing that contains messages or designs that may be offensive to others including but not limited to items of clothing which may be considered racist, sexist or derogatory; and
- Body tattoos that contain messages or designs that may be offensive to others including but not limited to tattoo's which may be considered racist, sexist or derogatory.

### *Uniform Allowance*

A uniform allowance for indoor employees, following successful completion of probation period:

- Full-time employees - \$500,
- Part-time employees - \$300.

The above allowance is only claimable if the employee purchases a Shire of Wiluna approved uniform.

### *Personal Hygiene*

Employees are responsible for ensuring that they maintain good standards of personal hygiene while at the workplace. Clothes should be laundered to a reasonable standard and employees should be respectful of others and minimise strong body odour, perfumes and colognes when attending the workplace.

Where problems are identified in working arrangements or facilities or with the health and safety of the individual, these must be reported to a responsible person immediately.

All matters relating to personal hygiene will be handled sympathetically and discreetly.

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### *Consequences of Breaching This Policy*

This policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the **Shire of Wiluna**. People who breach the policy may also be personally liable for their actions.

### *Variation to This Policy*

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

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