

**CORPORATE UNIFORM AND DRESS CODE**

**Procedure 5.5.40**

Policy No. and Title	5.5	Conditions of Employment Policy
Procedure	5.5.40	Corporate Uniform and Dress Code
Version	6	
Date Adopted	13 August 2019	

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**1 OBJECTIVES**

- a) To project and enhance a professional and corporate image of Council and encourage and promote appropriate standards of dress within the organisation.
- b) To provide employees with guidelines on acceptable and appropriate standards of dress.

**2 OVERVIEW**

- a) This procedure covers Council's Professional, Technical and Administrative Staff. This policy does not apply to employees who are issued with personal protective work wear to perform their normal duties.
- b) Council's Corporate Uniform is Compulsory for employees who are customer facing.

**3 DRESS CODE**

- a) Employees covered by this procedure, other than those appointed to customer service and library positions shall wear business attire or smart casual clothing.
- b) All Council issued clothing shall be readily identifiable as a Council uniform by the attachment of the corporate logo.
- c) 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. Continued breaches of the dress standard will result in disciplinary action in accordance with Council's agreed disciplinary procedures.
- d) Council will provide employees with a name badge to be worn during normal working hours and when representing Council.
- e) Corporate branded polo shirts can be worn as part of your everyday attire and should be worn when representing Council for community engagement events, training days, promotional events and activities.
- f) If purchasing the corporate uniform from the *Workwear Group*, the supplier of NNT Local Government Corporate Collection, the uniform is required to include the NNT logo or Council logo in respect to purchases from other suppliers.
- g) Where genuine personal religious beliefs or medical reasons dictate a different standard or dress, an exemption can be sought through the Department Manager.

#### 4 CUSTOMER SERVICE CENTRE AND LIBRARY OFFICERS

- a) Staff in these sections are acknowledged as the public face of Kempsey Shire Council and are required to wear approved uniform with Kempsey Shire Council logo when rostered onto front counter roles. At other times the dress code of a professional and corporate image apply.
- b) A contribution towards a corporate uniform will be made in accordance with the table below:

##### **Customer Service Officers and Library Staff (Cashier and Reception)**

<b>Position</b>	<b>Initial Contribution</b>	<b>Annual Maintenance Contribution</b>
Permanent Full-time employees	\$625.00	\$250.00
Part-time employees (1 day per week)	\$125.00	\$50.00
Part-time employees (2 days per week)	\$250.00	\$100.00
Part-time employees (3 days per week)	\$375.00	\$150.00
Part-time employees (4 days per week)	\$500.00	\$200.00

#### 5 UNIFORM ALLOWANCE

- a) Council will provide an initial uniform allowance to employees appointed to permanent fulltime positions and to employees appointed for a temporary period of 12 months or more. The allowance shall be available upon commencement (pro rata for part time employees). Further, an annual maintenance contribution will be available for eligible employees wishing to update or replace their uniform (pro rata for part-time employees). The allowances are set out in the table below.

<b>Position</b>	<b>Initial Contribution</b>	<b>Annual Maintenance Contribution</b>
Permanent Full-time employees in eligible positions	\$416.00	\$166.00
Part-time employees (1 - 2 days per week)	\$156.00	\$62.80
Part-time employees (3 - 4 days per week)	\$260.00	\$104.00

- b) Any unexpended subsidy will be forfeited on 30 June each year.
- c) Additional items may be purchased at the employee's expense.
- d) 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 Manager.
- e) Employees will be responsible for:

- a. Any alterations to the uniform and cost of these alterations
  - b. Laundry and/or dry-cleaning costs
  - c. Providing accurate information regarding sizes, styles and measurements
  - d. Returning or exchanging clothing
  - e. Ascertaining their individual taxation position in respect to uniform costs
- f) Where an employee leaves employment with Kempsey Shire Council, any clothing ordered in the preceding three (3) months by the employee shall be charged at full cost to the employee and will be deducted from their termination pay.

## 6 ORDERING CORPORATE UNIFORMS

- a) All corporate wardrobe orders submitted by employee on the appropriate order form are to be lodged with the uniform supplier (See appendix A). Employees are advised to keep a copy of the order for their records.
- b) The responsibility for determining and making the correct garment style, colour, size and any special requirements on the order form shall rest with the employee.
- c) Employees will be responsible for paying endorsed uniform suppliers and seeking reimbursement of any contribution towards their purchase.
- d) Employees will provide to Council's Revenue Officers the original supplier invoice together with proof of payment and authorisation for reimbursement from their Manager stating that the article of clothing meets the approved corporate uniform.

## 7 VARIATION

- a) The General Manager reserves the right to renew, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.

### APPENDIX A

#### Uniform Suppliers Contact Details

<b>Kempsey Corporate and Workwear</b>	34 Smith Street Kempsey NSW 2440 Phone: 6562 7170
<b>Jabiru Printing</b>	39A Lachlan Street South Kempsey NSW 2440 PH: 02 6562 4779 <a href="http://www.jabiruprinting.com.au">www.jabiruprinting.com.au</a>
<b>The Workwear Group (NNT)</b>	Level 1 - 187 Todd Road Port Melbourne VIC 3207 Phone: 1800 773 601 <a href="http://www.nnt.com.au/local-government">www.nnt.com.au/local-government</a> <a href="mailto:lgorders@workweargroup.com.au">lgorders@workweargroup.com.au</a>
<b>Team Spirit Sports</b>	4/4 Ashton Street Gladstone NSW 2440 Phone: (02) 6567 4941 <a href="http://www.teamspiritsports.com.au">www.teamspiritsports.com.au</a> <a href="mailto:sales@teamspiritsports.com.au">sales@teamspiritsports.com.au</a>