

**HR03.21 Uniform & Personal Presentation (Administration Staff) Policy**

Version: Proposed

Responsible Officer: Manager of Governance

**1. PURPOSE**

The purpose of this policy is to set a standard of dress for employees and ensure that the appearance of the Shire of Kellerberrin Administration employees reflects the values and professionalism of the organisation and encourages a positive public perception of Council and its employees.

**2. SCOPE**

This policy is applied to the Shire of Kellerberrin administration employees (full time, part time, casual and temporary). The uniform/clothing requirements may vary between work areas and positions.

**3. DEFINITIONS****4. STRATEGIC CONTEXT**

This policy links to core drivers:

- a) Relationships that bring us tangible benefits (to the Shire and our community)
- b) Our lifestyle and strong sense of community
- c) We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

**5. POLICY STATEMENT**

In accordance with the Code of Conduct for Employees, a high standard of personal presentation is required from staff at all times whilst on duty representing Council in an official capacity. Administration staff are to wear clothing suitable for indoor work environments, such as trousers/pants, skirts, tops, collared shirts, dresses and shoes. Items such as jeans, t-shirts and sports shoes should only be worn on Fridays or other designated casual dress days.

Uniforms are to be clean, neatly pressed and maintained in good order at the employee's cost. Laundry and dry cleaning costs for corporate uniform items are tax deductible.

**Acceptable Standards of Dress**

Administration employees must dress in a neat and well-presented manner during work hours. The acceptable standard of dress is smart business. As per employment conditions, all office employees are provided with an annual uniform allowance to purchase uniform items.

Council urges employees to use common sense and sound judgement when it comes to selecting their work attire. When in doubt, refer to the conservative and formal side. To assist you, here are a few broad guidelines:

- Smart Business attire should be worn by employees, particularly for those in forward facing roles and Council name badges should be worn at all times when public facing.
- Corporate style pants, shirts, dresses, skirts, suits and jackets etc. Jeans are not considered corporate style.
- Footwear must be fit for purpose and depending on the nature of the role, employees may be required to wear closed in toe shoes.
- Clothing must be in good repair, clean and appropriate for the tasks being performed for all staff representing the Shire including volunteers and employees must ensure uniform items are replaced if they become faded, ripped or otherwise damaged.

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 an employee is uncertain about whether his/her attire is acceptable, they should check with their Supervisor.

#### Men

- Trousers/chinos
- Shirts or Shire of Kellerberrin polo shirt
- Suit jacket, cardigan, jumper or vest
- Dress shoes (appropriate to workplace and corporate image)

#### Women

- Trousers/dress shorts
- Skirts, shorts and dresses (length to be minimum length - middle of the thigh).
- Shirt, blouse or Shire of Kellerberrin polo shirt
- Suit jacket, cardigan, jumper or vest
- Dress shoes (appropriate to workplace and corporate image)

#### Branding

Employees can wear unbranded (Shire of Kellerberrin) work attire and Local Government branded attire which comply with the acceptable attire of this policy.

#### **Unacceptable Standards of Dress**

The following is a guide of unacceptable attire in the workplace. It is not an exhaustive list and an employee that presents for work wearing unacceptable attire, as a consistent non-compliance with the policy, will be directed to go home and change before resuming work.

- Sports shoes/sneakers (unless on casual Friday or other special interest events and/or fundraising days)
- T-shirts or singlets
- Low cut or sheer tops, tops that expose the midriff
- Thongs (not including sandals)
- Denim/jeans (unless on casual Friday or other special interest and/or fundraising days)
- Clothing that contains messages or designs that may be offensive to others. For example this includes items of clothing which may be considered racist, sexist or derogatory.

#### **Return and Replacement of Uniforms**

Council expects that any person issued with uniforms will take reasonable care of uniforms, including laundering/maintaining items in usable condition.

Uniforms, with the Shire logo, are to be returned or returned for replacement to Council when:

- Employees move to a role which does not require uniform to be worn;
- When requesting replacement uniforms due to general wear and tear/damage /size change; or
- When ending employment/engagement with Council, any uniforms embroidered.

#### **Special Interest, Fundraising or Casual Friday**

Fridays are designated as smart casual dress days, unless amended by the CEO, which include a Shire of Kellerberrin polo shirt and the option to wear jeans (jeans must be in good neat condition and not faded, frayed or ripped).

Employees are expected to maintain a high level of personal presentation and ensure that the clothing and footwear worn is safe and appropriate for the tasks that are being performed.

### **6. RELATED LEGISLATION/ DOCUMENTATION**

List any related legislations or reference documents

### **7. HISTORY**

Original Adoption		Resolution #	
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Last Reviewed		Resolution #	
Amended		Resolution #	