

nhulunbuy corporation

**CO04 CORPORATE AND
PROTECTIVE UNIFORM POLICY**

Title	Corporate and Protective Uniform Policy
Policy number	CO04
Type	Personnel
Owner	Chief Executive Officer
Responsible Officer	Manager, Corporate and Community Services
Approval date	24 June 2015
Next review date	23 June 2018

1. Purpose

The purpose of the policy is to ensure that Nhulunbuy Corporation employees present a unified and professional image at all times whilst in the course of their duties. The policy also aims to reduce the risk of injury, illness or work related hazards through the provision of appropriate personal protection equipment and corporate uniforms.

2. Scope

This policy applies to all Nhulunbuy Corporation employees.

3. Definitions

CEO means Chief Executive Officer of the Nhulunbuy Corporation which is interchangeable with the title Town Administrator

Corporate uniform means items worn by administrative and Aquatic Centre employees, including collared shirts, tops, shorts, polo shirts, caps, sun hat etc.

Nhulunbuy Corporation means the Nhulunbuy Corporation Limited

Personal protective equipment (PPE) means protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

4. Policy

It is compulsory for employees to wear the corporate or protective uniform issued by the Nhulunbuy Corporation in the course of their duties, as outlined below:

	Day-to-day	Activity/event
Administrative employees	<ul style="list-style-type: none"> • Corporate issue shirt/polo • Smart casual pants/skirt • Appropriate footwear 	<ul style="list-style-type: none"> • Corporate issue shirt/polo • Appropriate pants/skirt/shorts • Appropriate footwear • Protective issue cap/sun hat
Aquatic Centre employees	<ul style="list-style-type: none"> • Corporate issue long sleeve shirt (corporate or life guard) • Corporate issue shorts • Protective issue cap/sun hat • Appropriate footwear 	<ul style="list-style-type: none"> • Corporate issue long sleeve shirt (corporate or life guard) • Corporate issue shorts • Protective issue cap/sun hat • Appropriate footwear
Depot and airport employees	<ul style="list-style-type: none"> • Protective issue long sleeve shirt • Protective issue long pants • Steel cap safety boots • Protective issue cap/sun hat • Protective issue rain jacket 	<ul style="list-style-type: none"> • Corporate issue long sleeve shirt • Appropriate pants • Appropriate footwear • Corporation issue cap/sun hat

General standards

Nhulunbuy Corporation must be dressed in clean, tidy, corporate uniform attire and footwear at all times and be well presented in terms of overall appearance.

All Nhulunbuy Corporation issued clothing shall be readily identifiable as a Corporation uniform by the attachment of the Nhulunbuy Corporation's corporate branding in a location on the item of clothing which is easily viewed under normal circumstances.

The following items are examples of clothing or style of dress that are not permitted in the workplace:

- Rubber thongs (unless at the Aquatic Centre or an appropriate event)/barefoot
- Torn/ripped clothing
- Clothing with explicit or political advertising, or
- Clothing with inappropriate or offensive writing or images.

Please note that this list is not complete and is intended to indicate those items which may be considered to be inappropriate in the workplace.

Loose jewellery (such as bracelets, necklaces, anklets, etc) is not permitted to be worn when operating plant or machinery.

Employees with hair which touches the collar must tie it back or appropriately contain it when:

- operating plant or machinery
- in any situation in which it could endanger their safety
- in any situation in which it could endanger the safety of any other employee or member of the public, or
- as directed by a Manager.

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 the Nhulunbuy Corporation's agreed disciplinary procedures.

Personal Protective Equipment (PPE)

The Nhulunbuy Corporation is committed to providing and maintaining a safe working environment for all employees. This includes issuing safety equipment and protective clothing to preserve the highest standard of occupational health and safety.

Employees issued with PPE shall wear such clothing and safety equipment at all times when undertaking their day-to-day activities. Substitute clothing will not be acceptable if an employee has been issued with an allocation of PPE. Employees allocated PPE are able to wear corporate issue long sleeve shirts, casual pants and appropriate footwear if assisting with Nhulunbuy Corporation events or activities.

Employees have a legal obligation to comply with legislation and regulations that require the use of PPE. It is also a requirement to comply with the Nhulunbuy Corporation's instructions on the correct use of PPE. Employees must not interfere, misuse or alter any PPE provided by the Nhulunbuy Corporation unless given written permission to do so by management. For example, this means that PPE/protective sleeves are not to be rolled up and buttons are to be done up completely.

Exemptions

Where genuine personal religious beliefs dictate a different standard of dress, a specific exemption can be sought through the Chief Executive Officer.

An employee, who cannot wear protective clothing or use protective equipment for medical or health reasons, must provide their manager with an explanatory written statement signed by a medical practitioner. The Nhulunbuy Corporation reserves the right to have the employee examined by a medical practitioner of the Corporation's choice to verify the statement.

If the employee's inability to wear protective clothing means that the employee is unable to conduct the duties that are intrinsic to their role safely, the employee may be redeployed if suitable alternative work is available. Otherwise, the Nhulunbuy Corporation reserves the right to review the employee's suitability for their designated role and potentially cease employment for safety reasons.

Casual wear may be worn on approved days by management on the basis that they are neat, tidy and appropriate.

Uniform ownership

Any item of uniform clothing that is supplied by the Nhulunbuy Corporation will remain the property of the Corporation. If requested, any item of uniform clothing must be returned upon request by management.

Behaviour whilst in uniform

Whilst wearing corporate and protective issue uniform, employees are representing the Nhulunbuy Corporation and must conduct themselves appropriately at all times.

It is not appropriate or acceptable for employees to wear their corporate or protective uniform in a non-work related or social situation.

Employee responsibilities

Employees will be responsible for:

- Ensuring uniforms are clean, ironed and maintained to a satisfactory standard
- Any alterations to the uniform and cost of these alterations
- Laundry and/or dry cleaning costs
- Providing accurate information regarding sizes, styles and individual measurements
- Returning or exchanging clothing, or
- Ascertaining their individual taxation position in respect of uniform costs

Ordering

Details of the annual issue of corporate and protective uniform and Clothing Allowance are set out in the Nhulunbuy Corporation's Enterprise Agreement.

All uniform orders must be requested through management. Management must submit their order in writing to the HR/Payroll Officer who will facilitate the order through the Nhulunbuy Corporation's preferred suppliers.


The Chief Executive Officer will determine the style and colour of the corporate and protective wardrobe in consultation with the Leadership Team.

Termination

On termination of employment, employees must return all corporate and protective uniform items. It is the immediate supervisor/manager's responsibility to ensure that this occurs prior to the employee's last day of employment.

5. Review process

This procedure will be reviewed three years from the date of approval.

Date 24/6/15	Director (Name) CRAIG WALTERS	Signature 
Chief Executive Officer (Name) ANGELA MARMILLAN		Signature 