

# UNIFORM POLICY & PROCEDURE

## 1. PURPOSE

The appearance of employees reflects the image of our company and has a significant impact on the way we are viewed by our clients, employees and the general public. Charles Sturt Campus Services aims to provide its employees with comfortable and professional uniforms that project a good image and comply with Work Health and Safety guidelines.

## 2. POLICY

Employees should always be dressed neatly and appropriately for the type of work they perform. Current uniforms must always be worn when on duty and should be kept well maintained. All aspects of the uniform must be worn.

Every employee must adhere to the Uniform Policy and Procedure. Managers are responsible for ensuring that these guidelines are met. The standards apply to all employees – full-time and part-time.

In the event that any employee arrives for work in a way that is not in line with this policy, their Manager will advise them that they are not dressed or groomed appropriately to perform their duties, on the first occasion. They will be given the opportunity to address the issues immediately, and if necessary, to return home to change (the time to travel and change will not be paid). Any deliberate breaches of this policy could result in disciplinary action being taken against the employee. Any further incidents will be considered in breach of company policy and further action in accordance with the company Performance Management policy will be taken.

Uniforms will be supplied to relevant staff and will remain the property of Charles Sturt Campus Services, however full responsibility for maintenance and cleanliness will remain with the employee. Upon termination the uniform must be returned in full.

Charles Sturt Campus Services requires a high standard of personal presentation and grooming. A uniform will be supplied to all front-line staff and must be worn at all times during actual work hours, each working day (including weekends), and in accordance with the following policy and procedure.

## 3. UNIFORM ROLE ENTITLEMENTS FOR FULL TIME PERMANENT EMPLOYEES

New full time permanent employees are entitled to the following items for their first order. Any subsequent order will be determined on a needs basis only. Every order must be approved by their Supervisor.

### Cleaning, Maintenance and Courier Staff

You will be supplied with:

Garment Style Group	Initial Entitlement
Name Badge	1
Polo Shirts	Up to 3
Winter Overcoat / Jacket (if required)	Up to 1
Hat	1
Safety Glasses	1
Zip up Fleece Jumper (if required)	Up to 1

### How to wear the uniform:

- Name Badge must be worn at all times unless embroidery on garment clearly shows employee name.
- Sun hat and Safety Glasses should be worn at all times when outside in warm weather.
- Plain dark coloured (preferably black) pants may be worn and at all times must be clean, pressed and in good condition.
- Closed in shoes must be worn.

## Team Leaders

You will be supplied with:

Garment Style Group	Initial Entitlement
Name Badge	1
Polo Shirts	Up to 3
Business Shirts (if required)	Up to 2
Winter Overcoat / Jacket (if required)	Up to 1
Hat	1
Safety Glasses	1
Zip up Fleece Jumper (if required)	Up to 1

### How to wear the uniform:

- Name Badge must be worn at all times unless embroidery on garment clearly shows employee name.
- Sun hat and Safety Glasses should be worn at all times when outside in warm weather.
- Plain dark coloured (preferably black) pants may be worn and at all times must be clean, pressed and in good condition.
- Closed in shoes must be worn.

## Supervisors

You will be supplied with:

Garment Style Group	Initial Entitlement
Name Badge	1
Polo Shirts	Up to 3
Business Shirts (if required)	Up to 2
Winter Overcoat / Jacket (if required)	Up to 1
Hat	1
Safety Glasses	1
Cardigan / Light Jacket or Vest (if required)	Up to 1

### How to wear the uniform:

- Name Badge must be worn at all times unless embroidery on garment clearly shows employee name.
- Sun hat and Safety Glasses should be worn at all times when outside in warm weather.
- Plain dark coloured (preferably black) pants may be worn and at all times must be clean, pressed and in good condition.
- Closed in shoes must be worn.

## Zone Managers, Senior Supervisors, Administration and Management Staff

You will be supplied with:

Garment Style Group	Initial Entitlement
Name Badge	1
Polo Shirts	1
Business Shirts (if required)	Up to 3
Winter Overcoat / Jacket (if required)	Up to 1
Hat	1
Safety Glasses	1
Cardigan / Light Jacket or Vest (if required)	Up to 1

### How to wear the uniform:

- Name Badge must be worn at all times unless embroidery on garment clearly shows employee name.
- Sun hat and Safety Glasses should be worn at all times when outside in warm weather.
- Plain dark coloured (preferably black) pants may be worn at all times must be clean, pressed and in good condition.
- Closed in shoes must be worn.

## 4. ORDERING GARMENTS FOR NEW OR EXISTING STAFF

Please ensure that all uniform orders for new staff are ordered in the first week of their employment or prior to their arrival. Zone Managers are to place all orders with the CSCS Administration Officer via email.

Any orders for existing staff are to be approved by the Zone Manager on a needs basis only. All other terms and conditions mentioned in this policy apply.

## 5. UNIFORM REGISTRATION

Zone Managers are to record all items issued to employees on the HR Database/Register. Staff should sign a Receipt Acknowledgment Form which should be kept in the Employee's Personnel folder.

## 6. JEWELLERY

Jewellery should be discrete and professional in appearance. Ear piercings are acceptable, provided the jewellery is of a conservative and professional nature, such as studs and sleepers, no long or protruding jewellery.

## 7. HAIR

Hair should be worn in a neat and tidy fashion. If Work Health and Safety rules require it, long hair should be worn tied back.

## 8. TATTOOS

Tattoos, that could be perceived to be offensive, should be discretely covered (e.g. tattoos of naked men/women, skulls or daggers dripping blood, etc.).

## 9. NATIONAL GARMENTS

National costume and garments worn to comply with religious requirements are acceptable as long as they do not pose a Work Health and Safety risk and are neat and modest.

## 10. PREGNANT EMPLOYEES

Pregnant employees are expected to adhere to the company dress standards. Please talk to your supervisor about ordering suitable garments.

## 11. RETURNING OLD UNIFORMS

Upon termination the uniform must be returned in full to the Zone Manager. The HR Database and Receipt Acknowledgement Form must be updated to record items returned by the Zone Manager. The Zone Manager should forward returned items to the Corporate Office.

## 12. RESPONSIBILITIES

## Employee

- Treat the uniform with care.
- Wear the uniform at all times during work hours.
- Sign Receipt Acknowledgement Form
- Ensure that the uniform is kept clean and presentable at all times. Shirts should always be neat and ironed.
- Ensure the uniform is replaced if it becomes faded, ripped or torn.
- Ensure name and logo (via badge or embroidery) on garment is clearly displayed and not covered by other clothing or items.

## Zone Manager

- Order uniforms for staff on a reasonable as needs basis.
- Ensure Receipt Acknowledgement form is signed.
- Ensure staff comply with the letter and spirit of the policy.
- Authorise and place all applicable orders in a timely manner.
- Record Items provided to employees in the HR Database
- Ensure items as listed in the HR Database are returned at the Exit Interview on termination, updated in the HR Database and sent to Corporate Office.

## Human Resources / Workplace Improvement Officer

- Ensure the letter and spirit of the policy is followed.
- Provide guidance and coaching to employees and managers on Uniform Policy and Procedure.

*Procurement Officers/ Administration Assistant*

- Ensure the letter and spirit of the policy is followed.
- Place all orders via agreed CSCS Supplier in a timely manner and send to Zone Manager for distribution.

### Procedure

The steps that must be taken in ordering uniforms are:

- Procurement will organize your uniforms when you start at Charles Sturt Campus Services.
- Uniforms, or components of, will be replaced on an as needs basis, if authorised by the Zone Manager.
- All employees are to return uniforms on termination, along with other company property to their Supervisor.
- Employees may be required to pay for the replacement costs of non-returned uniforms.



### 13. SIGN OFF

Company Representative:

Signed:

Date:

29-06-2018

Name:

Martin Dooner

Position:

General Manager