



# 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. The uniform helps identify a person as a member of Charles Sturt Campus Services team and projects a consistent professional image.

## 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 staff representing CSCS.

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 an as 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
Polo Shirts	Up to 3
Winter Overcoat / Jacket (if required)	Up to 1
Hat (if required for outdoor exposure)	1
Safety Glasses (as required)	1
Zip up Fleece Jumper (if required)	Up to 1



**How to wear the uniform:**

- Sun hat and Safety Glasses should be worn at all times when outside.
- Plain dark coloured (preferably black) pants may be worn and at all times must be clean, pressed and in good condition.
- Closed in comfortable shoes must be worn preferably in a plain dark colour.

**Team Leaders**

You will be supplied with:

Garment Style Group	Initial Entitlement
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:**

- Sun hat and Safety Glasses should be worn at all times when outside.
- Plain dark coloured (preferably black) pants may be worn and at all times must be clean, pressed and in good condition.
- Closed in comfortable shoes must be worn preferably in a plain dark colour.

**Supervisors**

You will be supplied with:

Garment Style Group	Initial Entitlement
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:**

- Sun hat and Safety Glasses should be worn at all times when outside.
- Plain dark coloured (preferably black) pants may be worn and at all times must be clean, pressed and in good condition.
- Closed in comfortable shoes must be worn preferably in a plain dark colour.



## Managers, Senior Supervisors and Administration/Office workers

You will be supplied with:

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

### How to wear the uniform:

- Sun hat and Safety Glasses should be worn at all times when outside.
- Plain dark coloured (preferably black) pants or skirt may be worn and at all times must be clean, pressed and in good condition.
- Closed in comfortable shoes must be worn preferably in a plain dark colour.

## 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 preferably prior to their arrival. Managers are to place all orders with the CSCS Procurement Officer via email or webform.

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

## 5. UNIFORM REGISTRATION

All items issued should be registered in the HR Portal by HR, Administration and or Supervisors (whomever issues the item). 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.

Jewellery can be dangerous in certain work environments and should be eliminated as far as possible. Loose jewellery can become entangled and/or dropped into moving parts of equipment and may cause serious injury and damage. Site based risk assessments may preclude the wearing of jewellery including rings that feature stones, facial jewellery, necklaces worn outside of uniform, etc.

## 7. HAIR

Hair should be worn in a neat and tidy fashion. For Work Health and Safety regulations, long hair (shoulder length or longer) should be worn tied back to limit any risk of entanglement. Facial hair should be clean-shaven or neatly trimmed.

## 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. PREGNANT EMPLOYEES

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

## 10. RETURNING OLD UNIFORMS

Uniforms will remain the property of CSCS. On termination of employment all uniforms and items supplied by CSCS to the employee are to be returned. Uniforms are not permitted to be given to any non CSCS staff.

The HR Portal and Receipt Acknowledgement Form must be updated to record items returned by the Supervisor. The Supervisor should then forward returned items to the Corporate Office for recycling.

## 11. RESPONSIBILITIES

### *Employee*

- Treat the uniform with care.
- Do not allow any non-CSCS staff to wear the uniform.
- 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.
- Minimise wearing the uniform when not working at a CSCS site. When it is necessary to wear the uniform in a non-CSCS area ensure that your behaviour, manner, and appearance represents the values of CSCS.
- Ensure the logo on garment is clearly displayed and not covered by other clothing or items.
- Return the uniform to your supervisor upon termination of work with CSCS. If the uniform is not returned an invoice for the replacement and/or recovery cost of items may be issued.

### *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 Portal.
- Ensure items as listed in the HR Portal are returned at the Exit Interview on termination, updated in the HR Portal and sent to Corporate Office.

### *Human Resources / Work Health and Safety Officer*

- Ensure the letter and spirit of the policy and procedure is followed.
- Provide guidance and coaching to employees and managers on Uniform Policy and Procedure.
- Record Items provided to employees in the HR Portal.
- Ensure the policy is updated to reflect any changes in legislation, client requirements and CSCS requirements.
- Ensure items as listed in the HR Portal are returned at the Exit Interview on termination, updated in the HR Portal and sent to Corporate Office.



- 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 Manager for distribution.


*Procedure Overview*

The steps that must be taken in ordering uniforms are:

- HR in consultation with employee and procurement will organize uniforms when a new staff member is engaged at Charles Sturt Campus Services.
- Uniforms, or components of, will be replaced on an as needs basis, if authorised by the Manager.
- All employees are to return uniforms on termination, along with other company property to their Supervisor.
- All items issued and returned must be recorded in the HR Portal by the issuer (Supervisor, Corporate Support, Manager)
- Employees may be required to pay for the replacement costs of non-returned uniforms.

**12. SIGN OFF**

**Company Representative:**

Signed:  Date: 01-04-2022

Name: Martin Dooner Position: General Manager