

District Council of Peterborough



Amalgamated 1997

DISTRICT COUNCIL of PETERBOROUGH

Dress Code and Uniform Policy



DISTRICT COUNCIL of PETERBOROUGH

DRESS CODE AND UNIFORM POLICY

Adoption Reference:	Council Meeting 18/11/2024 Resolution 87/24
Applicable Legislation:	Nil
Version:	The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.
Accessibility:	This Policy, and all policies and By-Laws, are available for viewing, downloading or printing from Council's website: www.peterborough.sa.gov.au Hard copies can be provided in accordance with Council's Fees and Charges at the Council office at 108 Main Street, Peterborough, SA 5422 during ordinary business hours.
Grievances:	Any grievances in relation to this Policy or Code, or its application, should be forwarded in writing addressed to the Chief Executive Officer of Council.
Review Dates:	

1. PURPOSE

The District Council of Peterborough (the 'Council') recognises the need for all employees to present a favourable and professional image on behalf of Council. The following policy seeks to formalise both the standard of dress and an appropriate dress code that supports a co-ordinated approach to Council's image.

Council is committed to maintaining a professional and positive reputation, brand and image, and recognises that employees play a pivotal role as Council representatives to our internal and external communities.

The purpose of this Policy is to provide employees with clear guidelines for acceptable standards of dress and appearance during working hours, and to identify the standard of dress expected when representing Council, to ensure there is consistency as it relates to reasonable dress standards.

Nothing in this Policy is designed to restrict self-expression or individualism but rather provide parameters and clear expectations.

This policy will be explained to new employees during the induction process as to what standards will be expected.

Exclusions:

This policy does not apply to:

- Volunteers
- Contractors / Consultants
- Short term temporary employees (ie less than 6 months)
- Trainees

NB: All persons working for Council in the capacity of volunteers, contractors, consultants, short term temporary employees or trainees must maintain an appropriate standard of dress in keeping with the intent of this policy in regards to displaying a professional image.

2. DEFINITIONS

COUNCIL shall mean the District Council of Peterborough

PPE shall mean Personal Protective Equipment

EMPLOYEE includes full-time, part-time and casual employees of the Council.

SMART BUSINESS ATTIRE shall mean garments, but is not limited to, tailored and more formal or traditional work pieces such as suits, shirts, conservative skirts and dress trousers that are appropriate for a professional place of work.

CORPORATE UNIFORM shall mean a series of professional clothing that may have a Council logo or LG emblem embroidered to identify the wearer as an employee of Council.

INDOOR / OFFICE EMPLOYEE shall mean employees engaged in indoor/office duties and/or field/inspectoral roles where it is not mandatory to wear high visibility, safety specific apparel or those that require specialist function clothing.

STEAMTOWN / VIC UNIFORM shall mean a series of clothing made available to employees that have the Steamtown and/or Make Tracks logo embroidered.

OUTDOOR WORKFORCE shall mean employees based out of the Council Depot and/or Cleaners and Caretakers.

3. ACCEPTABLE STANDARDS OF DRESS AND APPEARANCE

Employees shall present in a manner aligned to the work environment and culture, and subsequently must maintain a reasonable and appropriate standard of dress and personal appearance at work.

Whilst Council encourages all employees to adopt their relevant uniform wardrobe, this Policy aims to assist employees to successfully contribute towards and maintain a positive and professional Council image, including:

- Indoor/office employees shall wear smart business attire that portrays a professional business image and reflects positively on Council.
- Shoes must be of a smart business attire standard.
- Steamtown and VIC employees shall wear their applicable uniform.
- The outdoor workforce shall wear their relevant clothing.
- Clothes shall be clean, neatly pressed and maintained in good order.
- Employees shall maintain high standards of personal grooming and hygiene.

All staff are required to maintain their uniform in a neat and tidy condition having fair regard for their duties.

3.1 Corporate Uniform – Indoor/Office Employees

Indoor/office employees are required to wear smart business attire, in line with a corporate uniform. This includes, but is not limited to:

- Suit
- Trousers
- Skirt
- Dress
- Suit jacket
- LG jacket
- Shirt
- LG top
- LG polo shirt
- Cardigan
- Pullover
- Vest
- Scarf

Indoor/office employees who choose not to wear the corporate uniform are expected to adhere to corporate dress standards as outlined in this Policy.
Council's approved corporate uniform suppliers are:

- 1) NNT Corporate; and
- 2) Mid North Equipment and Safety

3.2 Steamtown / VIC Uniforms

Employees working at Steamtown and/or the VIC will be issued with upper body items of clothing, embroidered with the Steamtown logo and/or the Make Tracks logo. These include, but are not limited to:

Tourism Officers:

- Logo'd polo shirt
- And/or Logo'd shirt
- Logo'd fleece jacket
- Waterproof soft cell jacket
- Hat

Footwear and lower body garments are to be in line with the corporate uniform, ie trousers, skirts etc – with neat and tidy presentable style jeans being acceptable at this work site. The suitability of the style and type of jeans and footwear will be at the discretion of management in consultation with staff.

3.3 Outside Workforce Uniform

Employees will be provided with clothing and safety apparel as considered appropriate, free of charge, in line with the WHS Act and Regulations.

Council will provide all new full-time employees with an initial uniform consisting of the following:

- Two shirts
- Two pairs of trousers
- Jumper
- Winter jacket
- UV appropriate hat

Such clothing will be replaced on a fair wear-and-tear basis.

Employees will also be supplied with approved safety type footwear and worn in accordance with the employee's responsibilities as identified in Council Policies and by approved safety legislation.

3.4 Footwear

Shoes are to be well presented, in good condition and appropriate for the role/work being undertaken.

The purchase of shoes is the responsibility of individual employees (excluding the outdoor workforce). Council expects all employees to wear shoes which meet a presentable standard for their particular work area.

3.5 Name Badges

All customer facing employees are required to wear a name badge.

4. PERSONAL PRESENTATION – GROOMING AND HYGIENE

A high standard of personal presentation is required from employees at all times whilst at work. It is expected that items of personal hygiene are attended to daily.

Employees are expected to be groomed in a manner consistent with the job performed, workplace health and safety standards and in a manner that will not be offensive to a reasonable person.

Employees are to be clean, tidy and maintain a good standard of personal hygiene.

Hygiene standards typically include requirements that employees must be regularly bathed or showered, have clean hair, use deodorant (to eliminate body odour) and have appropriate oral hygiene.

Hair

Outdoor workforce employees must ensure hair over shoulder length, is secured and tied back, to aid a safe work environment especially around plant and machinery.

Indoor/office employees and Steamtown/VIC employees with long hair, ie past mid-back, are to secure their hair to give a tidy professional appearance.

5. INAPPROPRIATE / UNACCEPTABLE STANDARDS OF DRESS

The following is a guide of attire which is unacceptable in the workplace. It is not an exhaustive list:

- Clothing with rips, holes, stains, patches
- Activewear, ie sports shorts, leggings, t-shirts
- Thongs, Ugg boots, sports shoes (except where allowed in consultation with management)

6. EXCEPTIONS

There may be exceptions to these guidelines that prevent employees from wearing the relevant uniform. Allowable exceptions include:

- Maternity Wear
- Illness or accident
- Non availability of size required

Council also recognises the diversity of its employees and will take a sensitive approach when this affects dress and uniform requirements. Requests for variations to this Policy to meet specific work requirements or personal needs will be considered on a case-by-case basis and in conjunction with any safety requirements that apply.

In all such cases it is recommended that you contact your Manager to discuss your needs.

7. ORDERING

Employees should order corporate attire through council's approved uniform suppliers, and request 'DCP' to be embroidered :

- 1) NNT Corporate; and
- 2) Mid North Equipment and Safety

If the approved uniform supplier is unable to supply employees with garments in their size range, comfort / fit, or to meet other task orientated requirements, employees are able to purchase garments that are similar in style to the corporate range from another supplier.

Employees are required to place their own orders with the approved supplier.

8. UNIFORM ALLOWANCE

8.1 Uniform Allowance Eligibility

A uniform allowance is applicable, upon the successful completion of the probationary period, to full-time, part-time and casual employees.

8.2 Uniform Allowance

In accordance with the Administration Enterprise Agreement (ie indoor/office employees), an allowance of \$300 per financial year will be allocated to each employee, which is to be used for purchases of approved corporate attire.

9. RESPONSIBILITIES

9.1 Responsibilities of Employees

Employees are to present themselves as professional role models in accordance with Council's values of integrity, respect, collaboration and safety.

9.2 Responsibilities of Managers, Supervisors and Co-ordinators

- Provide leadership, direction and guidance to employees in relation to the dress standards, and to ensure compliance.
- Act as a role model and set an example to all employees and as such, must meet appropriate and expected standards in accordance with this Policy. This means adopting a professional presentation appropriate to the role and responsibilities, their work environment and the people with whom they meet both on and off site.
- Appropriately address unacceptable and/or unsafe dress and/or hygiene with employees, and do it in a timely manner.

10. SECOND-HAND GARMENTS

Council retains some second-hand uniform items which are available through the Admin Department. The stock is available for all employees, including employees who may not yet be eligible for the uniform allowance, who wish to supplement their existing corporate uniform wardrobe collection and for any other reasonable reason.

Second-hand uniform items are only retained by Council if it is in excellent condition.

11. CASUAL DAYS

Participation in casual days is optional.

To support the success of casual day(s), Council will communicate to the public through signage at appropriate entryways of Customer Facing areas, to ensure customers and community members are informed when employees are out of uniform and are aware of the cause for fundraising.

Employees may contribute a donation towards fundraising for various charitable organisations but this is not a requirement for employees who participate in casual days.

12. NON-COMPLIANCE WITH POLICY

If a Co-ordinator / Supervisor / Manager considers that a particular employee's attire is inappropriate according to the standards set in this Policy, they may approach the individual and ask for appropriate changes to be made.

If the issue persists, a verbal warning may be given and the employee be asked to return home to change.

Ultimately, failure to adhere to this policy, may result in disciplinary action being taken up to and including termination of employment.

13. REFERENCES

This policy should be read in conjunction with the Personal Protective Equipment & Clothing Procedure.