



# Tiwi Islands Regional Council

**Title:** Uniform Policy and Procedures  
**Policy No:** 06  
**Adopted By:** Council  
**Next Review Date:** August 2022  
**Responsibility:** Manager Organisational Development  
**InfoXpert Document Number** 219850

Version	Decision Number	Adoption Date	History
2	Resolution 29 of 29-8-2018	29 August	Doc ID: 219850
1	Resolution 6 of 31-8-2016	31 August 2016	Doc ID: 193430

## Purpose

Tiwi Islands Regional Council (TIRC) recognises the importance of a professional image and expects workplace participants to attend work and work related functions looking neat, tidy and appropriately dressed at all times.

## Scope

This procedures applies to all employees of TIRC.

## Related Document

Uniform Acceptance Form

## Policy

1. All staff will be will provided with a uniform upon commencement of employment.
2. All full-time staff will be supplied with five (5) shirts upon commencement of employment.
3. All part-time staff will be supplied with a pro-rata amount depending on their number of days worked per week upon commencement of employment.
4. All casual staff will be supplied with three (3) shirts upon commencement of employment.
5. All uniforms will remain the property of TIRC.



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6. It is compulsory for staff working for TIRC to wear enclosed footwear for their own health and safety. Thongs are not considered appropriate footwear for the workplace.
7. Enclosed footwear can be provided to an employee (at the cost to the Council) on a case by case basis.
8. Pants, shorts and skirts can be provided to an employee on a case by case basis.
9. All staff will be issued with a copy of this Uniform Policy and sign the separate Uniform Acceptance Form agreeing to the rules of uniform use, before being issued with uniform shirts.
10. All staff supplied with uniforms, will be expected to wear them whilst at work.
11. All staff whilst wearing a uniform are expected to act in a professional manner.
12. Smoking or consuming alcohol in public whilst wearing your uniform is prohibited.
13. Uniforms must not be worn after working hours, e.g. at pubs, clubs, etc, unless you are attending these premises on official business.
14. If the employee thinks a uniform has been worn out in the course of duty and requires replacement they may make a written request to their Coordinator/Manager. Approval for any replacements will be discussed and approved by the appropriate program Manager.
15. All old uniform shirts will need to be returned to Organisational Development prior to new uniform shirts being supplied.
16. It is the employee's responsibility to keep the uniforms clean and in a good state of repair.
17. When an employee leaves TIRC, uniforms must be returned to Organisational Development by close of business of the final day of employment, along with all other TIRC assets. Final pay will not be processed until this occurs.



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**Declaration:**

I have read and agree to the Uniform Policy.

.....

Name

Signature

Date:...../...../.....