



Tiwi Islands Regional Council

Title: Uniform Policy and Procedures
Policy No: 06
Adopted By: Council
Next Review Date: August 2018
Responsibility: Chief Executive Officer
InfoXpert Document Number 193430

Version	Decision Number	Adoption Date	History
1	Resolution 6 of 31-8-2016	31 August 2016	Original document

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. In line with Tiwi Islands Regional Agreement (TIRC) Policy number - 06 Doc ID 176797 will provide all staff 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.



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4. All casual staff will be supplied with three (3) shirts upon commencement of employment.
5. All uniforms will remain the property of TIRC.
6. It is compulsory for staff working for TIRC to wear enclosed footwear for their own health and safety.
7. 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.
8. All staff supplied with uniforms, will be expected to wear them whilst at work.
9. All staff whilst wearing a uniform are expected to act in a professional manner.
10. Smoking or consuming Drugs, Alcohol or Volatile Substances whilst wearing your uniform is prohibited.
11. Uniform must not be worn after working hours, e.g. at pubs, clubs, etc, unless you are attending these premises on official business.
12. The uniform shirts will be replaced every 24 months unless in the opinion of TIRC Management, they have been worn out earlier in the course of duty.
13. If the employee thinks a uniform has been worn out in the course of duty and requires replacement prior to the conclusion of 24 months, he/she may make a written request to their Coordinator/Manager. Approval for any replacements will be discussed and approved by the appropriate program Manager.
14. All old uniform shirts will need to be returned to Human Resource prior to new uniform shirts being supplied.



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- 15. It is the employee's responsibility to keep the uniforms clean and in a good state of repair.
- 16. When an employee leaves TIRC, uniforms must be returned to Human Resources 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.
- 17. The uniform must be returned in an acceptable condition, i.e., laundered and in a good state of repair – no rips, stains, buttons missing, etc.

Declaration:

I have read and agree to the Uniform Policy.

.....

Name

Signature

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