



# Uniform Policy & Procedure

## 1) PURPOSE

- a) The appearance of our employees (whether employed on a full time, part time or casual basis) and volunteers (together, referred to as **Employees**) reflects the image of the Abbotsford Community Centre (**the Centre**) and has a significant impact on the way the Centre is viewed by the children that attend the Centre, parents of children at the Centre, Abbotsford Public School and the broader community.
- b) The Centre provides all Employees with comfortable and professional uniforms that comply with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2017* and related guidelines (**WHS Requirements**).
- c) Centre uniforms are comprised of the following items:
  - i) Centre T-shirt with logo;
  - ii) Centre Jumper with logo;
  - iii) Centre hat with logo; and
  - iv) Centre name badge,(Together, the **Uniforms**).
- d) This 'Uniform Policy & Procedure' (**Uniform Policy**) sets out the minimum standards that must be complied with by all Employees in relation to Uniforms whilst working at the Centre.
- e) The Centre Leadership Team is responsible for ensuring compliance with this Uniform Policy.

## 2) UNIFORM POLICY REQUIREMENTS

- a) All Employees must wear all items comprising the Uniform when on duty at the Centre, with the exception of the Centre Leadership Team who are only required to wear the Uniform when working directly with the children.
- b) Employees must dress neatly and appropriately for the type of work they perform and must present in a clean, well-groomed, respectful and professional manner.
- c) Uniforms will be supplied to Employees by the Centre and will remain the property of the Centre.
- d) Uniforms must be clean and well maintained. For clarity, the Employee is responsible for the maintenance and cleanliness of the Uniform.
- e) The following specific requirements must be complied with:



- i) Name Badge must be worn at all times.
  - ii) ACC logo hat must be worn at all times when outside.
  - iii) Plain dark coloured long pants or shorts of an appropriate length may be worn and at all times must be clean and in good condition.
  - iv) Closed in shoes must be worn.
  - v) In winter or cold conditions, a clean and well-maintained coat, jacket or vest may be worn.
  - vi) Jewellery should be professional in appearance and safe for the type of work being performed.
  - vii) Hair should be clean, neat and tidy. If Work Health and Safety rules require it, long hair should be tied back.
  - viii) Tattoos, that could be perceived to be offensive, should be discretely covered (e.g. tattoos of naked men/women etc).
- f) Garments worn to comply with religious requirements are welcomed, subject always to WHS Requirements and compliance with clause 2(a) above.
- g) On resignation or termination of the Employee's employment with the Centre, the Employee must return all items comprising the Uniform to Centre Management within 10 Business Days of the final day of employment.

### 3) ENFORCEMENT OF UNIFORM POLICY

- a) If an Employee fails to comply with this Uniform Policy, the Centre Leadership team is authorised to request that the Employee rectify the non-compliance immediately (and if necessary, to return home to change noting that travel time will not be paid).
- b) Further breaches, or deliberate breaches of this Uniform Policy may result in disciplinary action being taken against the Employee in accordance with the Staffing Policy.

### 4) UNIFORMS FOR NEW AND EXISTING STAFF

- a) Employees will be provided with 2 x polo shirts, 1 jumper and 1 hat on completion of orientation at the Centre.
- b) A name badge will be supplied within as soon as available after orientation.
- c) Any orders for additional Uniforms must be made through, and are subject to, the Centre Operations Manager.

### 5) UNIFORM REGISTRATION

- a) The Centre Operations Manager must record all items issued to Employees on the Staff Information record.
- b) The Employee must sign a Uniform Acknowledgment Form specifying the type and number of items supplied, which should be kept in the Employee's personnel folder.



## 6) RETURNING UNIFORMS TO THE CENTRE

- a) Upon resignation or termination of Employment, all items comprising the Uniform must be returned in full to the Centre Operations Manager.
- b) The Staff Information Records and 'Uniform Acknowledgement Form' must be updated to record items have been returned to the Operations Manager.

## CONSIDERATIONS

| Education and Care Services National Law & Regulations | National Quality Standards & Elements | Links to other Service Policies | Other Documentation/ Evidence  |
|--|---------------------------------------|---------------------------------|--|
|  | Quality Area 4<br>Quality Area 7      | Staffing Policy                 | <ul style="list-style-type: none"> <li>- Workplace Health and Safety Legislation.</li> <li>- Children's Services Award 2010.</li> <li>- OSHC Code of Professional Standards.</li> <li>- ECA Code of Conduct</li> <li>- Staff Handbook</li> </ul> |

## ENDORSEMENT BY THE SERVICE

**Approval date: February 2023** \_\_\_\_\_

**Date for Review: February 2024** \_\_\_\_\_