

CORPORATE UNIFORM & DRESS POLICY

PURPOSE

This policy is to set a standard of dress for employees to represent Council's Corporate Image. This policy establishes guidelines for the provision and mandatory wearing of corporate attire.

EXCLUSIONS

This policy does not apply to:

- Volunteers
- The 'outdoor' workforce where it is mandatory to wear specific Personal Protective Equipment
- Contractors/Consultants

DEFINITIONS

SOQ shall mean Shire of Quairading

PPE shall mean Personal Protective Equipment

CEO shall mean Chief Executive Officer

The Act shall mean the Local Government Act 1995

All staff shall mean all employees of QSC who are not required to wear PPE Uniform

Full Time as per contract of employment generally 76 hours per fortnight

Contractor/Consultant shall mean those people engaged on a contractual or consultancy basis and not an employee

Part Time shall mean employment for less than the normal weekly ordinary hours specified for a full-time officer.

Casual shall mean an employee engaged on a casual basis as per the Local Government Award

Temporary shall mean for a specified period of time or for a specified task.

POLICY

All Shire of Quairading employee's (Full-time, Part-time, Casual & Temporary staff) are to adhere to the policy and dress in accordance with the requirements as set out below.

The Corporate Uniform colours are limited to those colours listed below:

- Pant/Bottoms – Black, White, Beige/Tan or Navy
- Blouses/Tops – White, Navy, Black, Green, Blue & Red (or as appropriate)

ACCEPTABLE ATTIRE

Acceptable attire for the Shire of Quairading is as follows:

Men:

- Trousers/Chinos
- Dress Shorts
- Shirts
- Suit Jacket, cardigan, jumper or vest

- SOQ casual Friday polo
- Dress shoes (appropriate to workplace and corporate image – not provided)

Women:

- Skirt
- Trousers/Dress Shorts
- Shirt/Blouse
- Dress
- Suit Jacket, cardigan, jumper or vest
- SOQ casual Friday polo
- Dress shoes (appropriate to workplace and corporate image – not provided)

Clothing and garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a foreseeable hazard having the potential to harm health or safety. If an employee is uncertain about whether his/her attire is acceptable, the workplace participant should check with the Executive Manager Corporate Services or the CEO.

UNACCEPTABLE ATTIRE

The following is a guide of unacceptable attire in the workplace. It is not an exhaustive list. An employee that presents for work wearing unacceptable attire, as a consistent non-compliance with the policy, will be directed to go home and change before resuming work.

- Sports shoes/sneakers
- T-Shirts
- Thongs (not including sandals)
- Denim/jeans (unless on Casual Friday or other special interest and/or fundraising days (eg Jeans for Genes Day))

Note: Clothing and shoes on Casual Friday and other special interest and/or fundraising days, must still be appropriate for the workplace and in keeping with Council's corporate image. Any shoes must also comply with the above restrictions, as well as Workplace Health & Safety.

BRANDING

Employees can wear unbranded (SOQ) work attire and Local Government branded attire which comply with the acceptable attire of this policy.

ALLOCATION

For employees who have a uniform allowance included in their contract they will be required to use this allocation to purchase corporate wear, with the Shire of Quairading branded logo from the Shire's preferred supplier of corporate workwear.

PRESENTATION

In accordance with the Council's Code of Conduct for Employees, a high standard of personal presentation is required from staff at all times whilst on duty representing Council in an official capacity.

Uniforms are to be clean, neatly pressed and maintained in good order at the employee's cost. The manufacturer's care and washing instructions are to be followed. Laundry and dry-cleaning costs for corporate uniform items are tax deductible.

WEARING OF CORPORATE UNIFORM/EXEMPTIONS

Wearing of the corporate uniform is considered compulsory at The Shire of Quairading.

Where it is practical to do so, staff may wear the corporate uniform whilst representing Council in an official capacity including attending training, meetings, conferences etc. Exemptions apply where specific dress codes apply (i.e., formal dress code) or where activities dictate (i.e., sporting activity)

SPECIAL INTEREST, FUNDRAISING OR CASUAL DAYS

Special interest, fundraising days or casual days will be held throughout the year where employees can dress accordingly whilst still adhering to the guidelines of appropriate wear.

NAME BADGES

Staff will be issued with a Shire of Quairading name badge. Name badges are to be worn by all staff at all times. It is also recommended that they be worn by staff attending meetings, conferences and seminars and those who generally have high levels of community contact outside of the office. All staff must wear name badges during work hours.

HEALTH & SAFETY

SOQ is required to remove any reasonably foreseeable risk to workplace health and safety. If SOQ considers that particular clothing, shoes or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, SOQ may take whatever action it considers necessary to address the situation.

Action may include directing the employee to remove or replace the particular clothing, shoes or jewellery while in the workplace. If it is not practical to remove or replace particular item, SOQ may direct the employee to leave the workplace. An employee is expected to comply with any such direction.

BREACH OF THE POLICY

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee.

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Tricia Brown	November 2023	OCM 124-23/24	New Policy	November 2025	<i>Nelwin Mess.</i>