

STAFF UNIFORM POLICY

PURPOSE

To outline the requirements and guidelines in regard to staff employed by Community Care TASMANIA, and expand on the current Code of Dress in place for all employees.

SCOPE

This applies to all employees of Community Care TASMANIA, regardless of rank or position held within the organisation.

OVERVIEW FOR ALL STAFF

It is important to be aware when a worker is accompanying a client on an outing or to an appointment, they are representing the organisation;

- We prefer that workers wear a work uniform (logo) shirt with black or navy pants
- All clothes must be work appropriate
- All clothes must project a professional appearance; low-cut, see through singlet tops are not acceptable. Short skirts or skimpy shorts are not work attire and are not to be worn when attending clients, or representing Community Care TASMANIA for any reason
- All clothing must be clean and in good condition, ripped, torn clothing is not appropriate
- All staff must avoid clothing with logos (other than CCT), lettering or artwork which may be interpreted as offensive or inappropriate
- Full length navy or black trousers are recommended, $\frac{3}{4}$ length trousers, which are not fitted, can be a hazard when transferring clients
- Appropriate closed in footwear must be worn by all staff and those attending clients. No high heels are to be worn – this is for the safety of all workers.

OFFICE STAFF

- A business dress code is established to allow office employees to work comfortably in the workplace and at the same time create a professional image to our clients, employees and community visitors
- All office staff members are required to wear 'corporate' attire or the agreed uniform. Any uncertainty about appropriate or inappropriate corporate attire should be clarified with the Chief Executive Officer or their delegate.

FAILURE TO COMPLY WITH STANDARD

- In the event that an employee fails to meet the Staff Code of Dress standards, as determined by Management, the employee will be requested to refrain from wearing that article of clothing again and in some instances may be sent home to change into something more appropriate
- If the Dress Code violation persists, disciplinary action will be taken

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- Excessive jewelry, body mutilations, tattoos, some nail polish and long finger nails (false) may not be appropriate; each case, if problematic, will be discussed with the worker and their supervisor and a solution sought.

It is recommended that all support workers wear shirts/tops which have the Community Care TASMANIA logo displayed. Please see below for details of our trial to provide new employees with the CCT logo tops at no cost to the new employee.

ADDITIONAL INFORMATION AND DETAILS FOR SUPPORT WORKERS

- Commencing 1 July 2019 all workers who are employed by Community Care TASMANIA will be supplied with one free Polo Top from our current range of colours. This will be conditional on evidence the new inductee has provided us with ALL necessary paperwork required, cleared and available for work.
- Support workers who then build to regular hours of more than at least 10 hours per week will be issued one more additional Polo Top from the agreed range of colours.
- Any further items of uniform will be at the cost of the worker, and will be tax deductible.
- The tops which have been supplied by the organisation will remain the property of Community Care TASMANIA, and MUST be returned to Community Care TASMANIA in good condition if the employee is no longer employed by the organisation.
- All new employees will be asked to sign an acknowledgement form when they receive any items of free uniform and the employer will also be asked to sign an acknowledgement form when any free items of uniform are returned to Community Care TASMANIA.
- Existing support workers who would like an additional CCT Polo Top in the agreed range of colours, may also request to have one supplied by the organisation. As previously mentioned any items of clothing purchased by Community Care TASMANIA remain the property of the organisation and will need to be returned if a support worker leaves the employ of the organisation.
- All workers leaving the employment of Community Care TASMANIA will be required to return all items of clothing with the CCT logo on them - including items purchased by the worker.
 - For uniform items purchased by the worker and returned to Community Care TASMANIA at the end of their employment, Community Care TASMANIA will pay the worker a fair and reasonable amount which is dependent on the condition and age of the uniform item.
 - Generally, unless the uniform top has not yet been worn, payment of \$10 per item will be paid to the departing worker. Other uniform items owned by the worker will be assessed on return and a fair value paid to the departing worker in the worker's final payroll.
 - The CEO has the authority to withhold/delay any final pay entitlements if items of uniform which are the property of Community Care TASMANIA are not returned.

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Uniform Agreement form is located: <P:\HR\Uniform Agreement form\UNIFORM AGREEMENT.docx>

Author	Revision	Board subcommittee review	Board Approved
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