

<b>POL-14</b>	<b>WIDE BAY GROUP TRAINING SCHEME LTD</b>	<b>Issued: 11/01/07</b>
<b>Reviewed: 23/07/08</b>	<b>UNIFORM POLICY</b>	<b>Approved: 08/01/07 By: General Manager</b>
<b>Scheduled Review Date: 07/09</b>	<b>Policy Area: HRM</b>	

### **1. Purpose of the Policy:**

To clarify management expectations, employee obligations and permitted practices in relation to WBGT endorsed uniforms.

### **2. Scope:**

All permanent WBGT Staff excluding apprentices and trainees.

### **3. Principles:**

Uniforms are an extension of marketing and the consistent and standardised use of colours, materials, symbols and logos is designed to give an image of a quality service.

All permanent staff shall have access to WBGT uniforms where it is practical to provide them.

Uniforms purchased by WBGT remain the property of WBGT at all times.

Staff do not have an entitlement to uniforms or a dollar allocation; it is discretionary and can be varied or withdrawn by management at any time without prior notice.

### **4. Procedure:**

An initial amount to the value of \$600, excluding the cost of embroidery, will be allocated for each employee to purchase uniforms from the WBGT approved list in the first year with \$250 per annum for each subsequent year. The unused balance will accumulate for a maximum of two years when it lapses. Staff who are permanent part-time will receive a pro-rate amount unless otherwise approved by the relevant Manager.

Employees may place their initial uniform order after three months continuous employment unless otherwise approved by the relevant Manager.

In situations where garments purchased on behalf of an employee who subsequently returns the item for any reason when they are fit for their purpose and comply with the original instructions, then the cost shall count against the annual allowance. Where the allowance has been exceeded the employee shall be liable for reimbursement to the company for the excess cost.

Any alterations to the garment for any reason are the responsibility of the employee and if undertaken by WBGT, the cost will count towards the annual allocation. Replacement of damaged garments will count towards the annual allowance.

Where garments are 'second hand' but in good repair, WBGT reserves the right to issue these to staff in preference to purchasing new items.

Where employees are provided with uniforms but infrequently or never wear them, WBGT reserves the right to withdraw the provided uniforms and/or not to supply future uniforms.

Employees are responsible for the washing and the care of uniforms at their own expense (this should be tax deductible).

No other logos, uniforms, badges, labels or garments branded for another company or organisation are to be worn or displayed whilst an employee is engaged in WBGT business unless pre-approved by management.

Footwear and fashion accessories are not supplied as a part of the uniform, but should be suitable to the business environment and the uniform, be in good condition and safe for the relevant workplace. If in doubt consult with your Manager about what is acceptable.

Uniforms paid for by WBGT remain the property of the company and must be returned by employees prior to leaving the company. Garments purchased by staff from their own funds and who subsequently leave WBGT employment must remove the WBGT logo and any identifying features from the garments.

The style of uniforms will be reviewed and recommended by a management-staff committee and approved by the General Manager.