

LIVERPOOL PLAINS SHIRE COUNCIL

POLICY REGISTER

Policy No. 1.22

POLICY TITLE: CODE OF DRESS

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History of Policy Review

Version	Adoption Date	Minute No	Details of Review
1	18 th September 2002	8092	New Policy
2	16 th February 2005	9467	Amalgamation
3	24 th March 2010	12887	Change of Provider
4	22 nd February 2012	13956	Change of Colour Range
5	27 th August 2014	1076	Policy Update

OBJECTIVES

- To provide employees with guidelines on acceptable standards of dress when performing duties for the Council.
- To project a suitable corporate image to the public.

POLICY STATEMENT

In keeping with Council's corporate image and need to provide quality links to the community, it is essential that Council has a policy which provides guidance on dress standards for work attire.

The term "reasonable standard business attire" can be widely interpreted and this allows individuals an appropriate degree of self expression. The assessment of what is "reasonable" or in some cases what is "offensive" is largely a subjective one. However, some facts are relatively clear:

- Council can prohibit certain clothing for genuine Workplace Health and Safety reasons.
- Council can prohibit unusual clothing which is eccentric or offensive and consequently (potentially) detrimental to "business".
- Council can require uniformity of dress where uniforms are usual or desirable for business and public relations reasons.

1. SPECIFIC REQUIREMENTS

- (a) For men in administrative roles, who are normally required to work indoors, wearing of ties is encouraged. Specifically excluded are denim jeans, sandals, thongs and sneakers.
- (b) Any employee supplied with a uniform or clothing for Occupational reasons (e.g. safety vests, hats, etc.) must wear same.
- (c) All employees including those provided with a uniform should maintain their clothing at a reasonable standard. Poorly cared for, scruffy and untidy clothing can indicate to the observer a general lack of caring and efficiency i.e. poor public image.
- (d) Discrimination – discrimination laws apply to clothing in the same manner as all other aspects of employee matters. Any decisions with respect to standard of dress must be made with due consideration to anti-discrimination legislation. For example, refusing to allow an employee to wear an item of clothing which is connected to the employee's ethnic customs or religion may constitute discrimination. It is difficult to generalise on matters with respect to clothing versus discrimination. Where the clothing does not detrimentally affect Council's public image or revenue earning capacity, it would seem that a ban would be arguably discriminatory.
- (e) Workplace Health and Safety – In certain instances Council has a positive obligation to direct an employee in terms of dress standard and presentation. These instances generally involve health and safety questions. An example would be where an employee has long hair which poses a danger to the employee when working near machinery. The employer in this case would be obliged to direct that the employee wear his or her hair at a safe length or tie it back out of harms way.

2. CORPORATE WARDROBE

- (a) The Council Corporate Wardrobe for clerical/administrative employees based at the Administrative Centre shall be chosen by the General Manager from an approved Local Government collection. It is not compulsory that all such employees obtain a Corporate Wardrobe but if they do, wearing of same is compulsory.

Further, clerical/administrative employees based at external sites e.g. Libraries, HACC Centres, RTA Agency etc. may avail themselves to the Corporate Wardrobe.

- (b) Council will subsidise purchases by those employees outlined in paragraph (a) in accordance with this policy as follows:

For new employees, year commencing July 1, 2014

- (i) First year up to \$500 fully funded by Council. A further \$300 maximum to be available on a credit basis, to be repaid to Council over one year.
- (ii) After the first year, funding to revert to 60%/40% as in (c) below.

For existing employees who have previously availed themselves to the former uniform policy refer to paragraph (c) below.

- (c) After the first year Council will subsidise purchases by those employees outlined in paragraph (a) in accordance with this policy to the extent of 60% of the total cost to a maximum annual purchase of \$500 per employee.

In conjunction with the 60% annual subsidy (after first year) Council will provide a payroll deduction facility where staff are permitted to repay Council the balance of their purchase (i.e. 40%) over a 12 month period to commence from the first pay after the date of delivery of the wardrobe items.

Employees who purchase items in excess of a total cost of \$500 per annum are required to contribute 100% of the cost over \$500.

- (d) Tax deductibility of the employees financial contributions will be supported based on the initial purchase of the Base Wardrobe. The Base Wardrobe, with appropriate Council insignia, shall comprise the garments of the employee's choice within the designated range of colours. The base colours shall be blue, stone (men's trousers only), white, black and grey at the discretion of the General Manager.

- i) The wardrobe should be worn in its entirety and not mixed with personal clothing. i.e. an employee must at least wear a complete outfit from the Local Government Corporate Collection.

- ii) The wardrobe must be worn whilst on official duty, including travel to and from work. An employee must not wear any part of the wardrobe in relation to non work related activities.
- (e) To assist in the acquisition of the Corporate Wardrobe, a staff representative will be appointed. Employees are required to organise purchases, return of garments etc. via the staff representative.
- (f) Employees are able to claim as a legitimate tax deduction the difference between the total cost of the purchases and the \$500 (first year) or the 60% (after first year) contribution received from Council.
- (g) Employee participation in the Corporate Wardrobe is recognised as voluntary. However, Council requests those employees who elect to participate, to wear the uniform in its entirety on a regular basis whilst on duty. If it is not worn on a regular basis then the employee will not be entitled to claim the uniform as a tax deduction.
- (h) The cleaning and repair of the Corporate Wardrobe is the responsibility of the individual employee and may be an allowable tax deduction for the employee.