

Policy Type

Administration

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The City of Cockburn (the City) is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. The type of clothing and standard of dress for the City's employees varies according to roles and safety requirements. This policy outlines the required standards of dress and personal hygiene when attending work.

Policy Purpose

(1) Compulsory uniform

The City may require employees to wear a uniform and a compulsory uniform will be provided at no cost to the employee. Protective clothing is covered below.

Business units that wear a compulsory uniform are public facing employees in these teams:

- CoSafe
- Rangers
- Customer Experience
- City Facilities Team
- Civic Infrastructure
- Youth Services
- Development Services
- Environment, Parks and Streetscapes
- Supported Work Crews (Parks and Civic)
- Parking Inspectors
- Waste Services (outside workers)
- Workshop
- WHS Team
- Henderson Waste Recovery Park
- Cockburn ARC
- Cockburn Care
- Waste Education Officers
- Port Coogee Marina

Any requests for a new dedicated uniform must be approved by Communications and Engagement Service Manager and the relevant ELT member.

(2) Voluntary Uniform

Where there is no compulsory uniform, one corporate polo (long sleeved or short sleeved), bucket hat (wide brimmed) and cap are available and must be ordered through the City's designated supplier.

The one standard corporate polo shirt, long sleeve or short sleeve bears the City's primary logo and the words One Team, One System, One Culture. No business unit names or other branding is permitted. Alternative corporate polo shirts are not permitted.

For employees who have significant customer interactions or work at City events these will be provided free of charge through the business unit budget. The quantity of shirts provided will depend on whether the employee is customer facing on a daily basis or less regularly, eg. Attends City events from time to time.

Business units who do not have a compulsory uniform but are considered to have significant customer interactions are:

- Public Health and Building
- Cockburn Libraries and Cultural Services
- Community Development
- Community Services
- Fire and Emergency Management
- Community Engagement
- Economic Development
- Property Services
- Sustainability and Climate Change
- Parks and Environment
- Facility Management
- Events

The following applies in relation to wearing branded clothing:

- The employee is responsible for keeping their uniform clean and presentable.
- Any employee who fails to wear compulsory uniform when presenting for duty will be sent home to change in their own time.
- Uniforms will be replaced if the line manager determines that they are no longer suitable for use due to wear and tear or changed sizing requirements. The old uniform must be returned.
- The employee must not change or alter their uniform as this is assigned to employees in accordance with work, health and safety standards and in accordance with their professional position.
- Uniforms will remain the property of the City. Employees who are ceasing work must return their uniforms prior to the completion of their final working day or as agreed with their Leader.
- Shirts may not be purchased for special themed weeks or anniversaries.

(3) Protective clothing

General

- Employees will be issued with protective clothing by the City to perform duties as detailed in the position description. An employee may be instructed to wear protective clothing by their People Leader.
- An employee must not modify, alter or change protective clothing under any circumstances unless they are instructed to do so by their Leader, in consultation with WHS.
- As high vis vests are replaced, they will incorporate the Everyday Be Safe and Primary Logos.
- For business units requiring clear identification when outside, the designated text, e.g. 'Events Team' or 'Cockburn Youth Services', must be printed on the back of the high visibility vest rather than the corporate polo. This ensures staff can be easily recognised while maintaining consistency with corporate branding.

Footwear requirements

- Workers must wear footwear suitable for their tasks, work environment and identified hazards. Footwear must be maintained in a safe condition and not create a risk of slips, trips, falls or other injury.
- Where a risk assessment identifies the need for protective footwear, the City will provide or fund footwear that meets the relevant Australian/New Zealand Standard or an approved equivalent. The required level of protection will be based on the hazards present, including impact, crushing, penetration, slips, chemicals, biological contaminants, heat, electricity, water and environmental conditions.
- Workers must wear the required protective footwear when undertaking designated activities or entering designated work areas. People Leaders must identify and communicate footwear requirements, while workers must report and replace damaged, worn or unsuitable footwear.
- Reasonable adjustments may be considered for medical, disability or other legitimate requirements, provided alternative footwear offers an equivalent level of protection.

(4) Wearing of uniform out of hours

- Uniforms are only to be worn during working hours and when undertaking incidental activities while travelling to and from work. Employees who do wear the uniform while travelling to and from work must adhere to the City's Code of Conduct, policies, and procedures.
- An employee must behave in a professional manner and refrain from consuming alcohol while wearing a City of Cockburn uniform unless alcohol consumption has been sanctioned by the Chief Executive Officer. Employees who consume alcohol and/or act in an unprofessional manner while wearing a uniform may face disciplinary action.

(5) Acceptable standards of dress

Employees who are not required to wear a uniform, must present for work in a professional manner and be suitably attired for their work activities. The acceptable standard of dress is smart business.

Smart business dress for work does not include low cut or sheer tops, tops that expose the midriff, short dresses skirts or shorts, thongs (footwear), singlets, tracksuit pants, exercise pants, hoodies, board shorts or other items of clothing deemed unsuitable by the Chief Executive Officer unless it comprises part of a uniform.

The following items may be acceptable provided they do not pose a hazard to health and safety at work:

- clothing worn to comply with cultural or religious practices
- piercings
- jewellery.

Employees must not wear clothing that contains messages or designs that may be offensive to others. For example, this includes items of clothing which may be considered racist, sexist or derogatory. In addition, Employees must not wear any clothing that portrays political messages during the undertaking of their official City duties.

(6) Name badges

- Employees who wear a name badge must wear the City of Cockburn corporate badge.
- Exceptions apply for Cockburn Libraries, Cockburn ARC and Cockburn Seniors Centre.

(7) Friday Casual dress days

- Employees who do not wear a compulsory uniform may observe casual dress days on Fridays, with smart casual the minimum required standard.

(8) Personal hygiene

- Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace. Clothes should be laundered to a reasonable standard and employees should be respectful of others and minimise strong body odour, perfumes and colognes when attending the workplace.
- Where problems are identified in working arrangements or facilities or with the health and safety of the individual, these must be reported to the Employee's relevant people leader immediately. All matters relating to personal hygiene will be handled discreetly and people leaders can seek advice from People Experience as required.

(9) Volunteers

- Badges for volunteers will have no branding, facility name or business area. They will be white and contain first name and second name, if desired.

(10) Consequences of breaching this policy

Any breach of this policy may result in disciplinary action.

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