

2.1.16 UNIFORM AND PERSONAL PRESENTATION (ADMINISTRATION STAFF) POLICY**1. Policy Statement and purpose:**

The Shire of Kent 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 Shire of Kent's employees varies according to roles and safety requirements. This policy outlines the required standards of dress and personal hygiene at work for administration office employees.

2. Application:

This policy applies to administration office employees and volunteers engaged by the Local Government while on the Shire of Kent's premises or while engaged in Local Government related activities.

3. Acceptable standards of dress:

Office employees must dress in a neat and well-presented manner during work hours. The acceptable standard of dress is smart business. As per employment conditions, all office employees (except casual employees) are provided with an annual uniform allowance to purchase uniform items.

The Shire of Kent urges employees to use common sense and sound judgement when it comes to selecting their work attire. When in doubt, refer to the conservative and formal side. To assist you, here are a few broad guidelines:

3.1 Tops/Dresses

All shirts/blouses/dresses are to have Shire of Kent logo situated on the front in the upper left area. Shirts/blouses that do not have the logo must not be worn.

3.2 Bottoms

There is no requirement for the Shire of Kent logo to be on bottoms. Trousers, skirts and dress shorts are acceptable. Skirts, shorts and dresses are to come to at least the middle of the thigh or the knee.

3.3 Footwear

Smart closed or open-toe shoes are acceptable.

Upon approval from the Executive Team, alternative attire may be worn for fundraising occasions such as "Are you Ok Day", Jeans for Jeans etc.

4. 'Smart Casual Fridays'

The Shire of Kent allows employees to wear more casual attire on Friday's. Employees must wear a polo top/shirt that has the Shire of Kent logo, bottoms are to be of a smart casual nature i.e. jeans, chinos.

5. Cultural and/or Religious Attire

The Shire of Kent recognises and respects the importance of cultural and/or religion beliefs within its workforce. Where genuine personal religious beliefs or medical reasons dictate a different standard or dress, an exemption can be sought through the Chief Executive Officer.

6. Prohibited Clothing

Smart business dress for work does not include low cut or sheer tops, tops that expose the midriff, thongs, singlets, faded jeans, frayed/ripped jeans, board shorts, athletic or workout clothing or other items of clothing deemed unsuitable by the Chief Executive Officer. 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.

7. 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 a responsible person immediately. All matters relating to personal hygiene will be handled discreetly.

8. Disciplinary Consequences

Where an employee fails to comply with the dress standard as determined by the appropriate supervisor, the employee may be asked to return home in his/her own time and return to work appropriately dressed. Continued breaches of the dress standard will result in disciplinary action in accordance with Council's agreed disciplinary procedures.

9. Variation to this policy:

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

Document Control

Policy Number	1
Policy Version	1
Creation Date	19 October 2022
Last Review Date	19 October 2022
Next Review Due	This policy will be reviewed annually or more often where circumstances require.