

# YMCA Geelong Uniform Policy



## OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 118-O	03/09/2014	01/01/2014	APPROVED

### 1. UNIFORM POLICY

### 2. INTRODUCTION

Team member dress is in accordance with the Staff Certified Agreement 2008.

The implementation of this policy will be subject to a 3 month phase in period to allow all Employees to update their work attire accordingly.

### 3. Policy

- Staff Uniform will be issued to staff at commencement of employment
- Where uniform is compulsory the costs of such will be borne by YMCA Geelong
- All Employees will receive the appropriate type and number of items as detailed in this policy
- All uniforms issued remain the property of the YMCA, and must be returned at the cessation of employment
- If uniforms are not returned, or not returned in a state considered unsatisfactory by the YMCA Manager (allowing for fair wear and tear), an amount equivalent to the value of the uniform item may be invoiced to the Employee for payment

#### 3.1 Standards of Dress and Presentation

- All Employees are required to dress in a manner, which in the opinion of the Line Manager is appropriate for the position held and shall comply with any reasonable requests.
- All Employees must ensure that clean, neat, modest and tidy dress is worn at all times. Hair should be clean and brushed and if required, should be tied back according to health and safety guidelines.
- Male Team members are to be cleanly shaven or with a very light beard. Moustaches to be kept neatly trimmed.
- Jewellery is not to be worn if it is likely to cause a safety risk.
- A Name Badge must be worn on every shift. As an alternative, Employees may have their name embroidered on uniform shirts at their own cost.

### 3.2 Personal Protective Equipment (PPE)

Protective clothing and materials necessary to meet the YMCA's obligations under the Occupational Health and Safety Act 1985 (Vic) will be provided without cost to the employee. These are provided for employment related usage only and remain the property of the YMCA.

YMCA Sun Smart policy will apply to all staff working outdoors such as hats and sunscreen must be worn.

### 3.3 Wet Weather Apparel (where applicable)

A supply of wet weather gear may be available at applicable sites. The number and type of items available will be dependent upon the type/location of activities provided at the site.

Additional uniform items particular to each site may be supplied to staff at the discretion of the Line Manager. These items could include rain jackets, pants, snow gear and footwear.

### 3.4 Items of Uniform

#### 3.4.1 Management Team

Full Time

Polo Shirts or  
Business Shirts (Total of 3 shirts)

1 x Polar Fleece Jacket

Part Time/ Casuals:

Polo/Business Shirt

*1 shirt equal to the average number of days worked in a week, up to a maximum of three.*

1 x Polar Fleece Jacket

#### 3.4.2 Program Staff (Includes but not limited to Basketball, Sport, Gymnastics coaches, program instructors)

Full Time

2 x Polo Shirts

1 x Polar Fleece Jacket

Part Time/ Casuals:

Polo Shirt

*1 shirt equal to the average number of days worked in a week, up to a maximum of three.*

*Optional singlet is available as part of this allocation*

1 x Polar Fleece Jacket

### 3.4.3 Competition Coaches (includes but not limited to Basketball, Sport, Gymnastics Coaches)

The YMCA Competitive tracksuit which consist of black jacket with YMCA Geelong logo and red panel under arm and red piping, YMCA Geelong on back of jacket.

### 3.4.4 Cleaning and Maintenance Employees

Full Time	2 x Polo Shirts 1 x Polar Fleece Jacket
Part Time/ Casuals:	Polo Shirt <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three.</i> 1 x Polar Fleece Jacket

### 3.4.5 Customer Service/Administration Employees

Full Time	2 x Business Shirts (Red) 1 x Polar Fleece Jacket 1 x Vest
Part Time/ Casuals:	2 x Business Shirt (Red) 1 x Polar Fleece Jacket 1 x Vest <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three-applies to all staff.</i>

### 3.4.6 Duty Managers

Full Time	2 x Polo Shirts 1 x Polar Fleece Jacket
Part Time/ Casuals:	Polo Shirt  1 x Polar Fleece Jacket <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three-applies to all staff.</i>

### 3.4.7 Vacation Care Employee

Full Time/Part Time/ Casuals:	Polo Shirt 1 x Polar Fleece Jacket
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### 3.4.8 Camping Employees

Camp Employees shall be entitled to the following items according to their area of work as outlined below noting *1 shirt equal to the average number of days worked in a week, up to a maximum of three- applies to all staff:*

#### Programming

Full Time/Part Time/ Casuals:	1 Red Long sleeve Polo Shirt 1 Black sleeveless vest 1 Grey YMCA Camp Hooded Jumper 1 Black Hooded Windproof Jacket 1 YMCA cap (summer) 1 YMCA beanie (winter)
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#### Cleaning/Maintenance

Full Time/Part Time/ Casuals:	1 Red Long sleeve Polo Shirt 1 Rugby Jumper 1 Black sleeveless vest 1YMCA cap (summer) 1 YMCA beanie (winter) 1 Black Hooded Windproof Jacket (Maintenance Only)
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#### Catering

Full Time/Part Time/ Casuals:	1 Red Long sleeve polo Shirt 1 Red Rugby Jumper 1 Black sleeveless vest 1YMCA cap (summer) 1 YMCA beanie (winter)
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#### Administration

Full Time/Part Time/ Casuals:	1 YMCA Business shirt (Red) 1 Red Fleece Jumper or black Fleece Jacket 1 Black sleeveless vest
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#### 4. Issuing of Uniform

- Sample uniforms will be available at induction and will be ordered ready for commencement.
- A deposit may be required for specific uniform items issued to a casual Employee, which will be reimbursed within 7 days of return of the items in a clean and serviceable condition (fair wear and tear excepted)
- Where a uniform has not been issued or is unavailable, staff are expected to wear 'business style attire' for office positions, or smart casual dress appropriate to the position for other roles.

#### 5. Additional Uniform items

Employees may obtain additional uniform items over and the above the allocation listed at cost price (excluding GST).

- Enquiries about purchasing additional uniform items should be directed to the Payroll and HR Co-ordinator (located at Newtown Stadium)
- A purchase can be made by completing an 'Additional Uniform Request' form (see Appendix 1) and paying the required fee to Customer Service Staff.
- The uniform items available for purchase will depend on the requirements of the employee's position.
- Uniforms are required to be returned on cessation
- Casual staff may be provided additional uniform on loan from second hand items

#### 6. Items to be supplied by Employee

##### Pants/Shorts/Skirts

- Pants, Shorts and skirts are to be black and reflect professional appearance suitable to their position. Black pants may also mean tracksuit pants, shorts, skirts or sports leggings. Skirts and shorts must an appropriate length (mid thigh or longer). Short skirts and running shorts are not acceptable.
- Pants supplied by employees must be well maintained, without holes or damage, and of an appropriate thickness to ensure they are not see through.

##### Footwear

- Staffs are required to wear footwear that is appropriate for their specific position. Closed shoes must be worn, in accordance with health and safety regulations and guidelines. Specific safety footwear can be supplied at the discretion of the Site Manager.
- Employees in recreational and camping positions may wear sports footwear, suitable to the position.
- Employees in Administration, Customer Service and Management positions must wear closed toe, black footwear which reflects a professional image.

## 7. Laundry and Maintenance of Uniform

The Employee is expected to clean and launder the uniform in accordance with garment labels, at his/her own expense.

## 8. Replacement of Uniform Items

Uniforms can be reviewed for replacement annually and on request.

If an employee deems an item of uniform to be damaged or worn, they may request a replacement.

If an item of uniform becomes damaged in the course of the Employees duties, it may be replaced on request. A small stock of clean, used uniforms is accessible at each site for employees to wear temporarily if necessary.

All requests for uniform replacement should be directed to the Payroll and HR Co-ordinator.

## 9. Return of Uniform on employment cessation

If uniforms are not returned, or not returned in a state considered satisfactory by the YMCA Manager (allowing for fair wear and tear), an amount equivalent to the value of the uniform item may be invoiced to the Employee for payment.

## 10. Procurement of Uniforms

All uniform requirements should be purchased through the Payroll and HR Co-ordinator using E-Store according to YMCA Group Purchasing Procedures.

## 11. DEFINITIONS

**YMCA Geelong-** refers to the Incorporated Association Young Men's Christian Association of Geelong Inc., operations such as Newtown Stadium, Bannockburn Recreation Centre, Camp Wyuna, Geelong Gymnastics Centre and any other operations that exist now or into the future.

## 12. SCOPE

This policy applies to all employees, and volunteers of YMCA Geelong.

## 13. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Staff	<ul style="list-style-type: none"><li>Adhering to Policy as outlined</li></ul>

Payroll/HR Co-ordinator	<ul style="list-style-type: none"><li>● Purchasing and issuing of uniforms to staff</li><li>● Maintaining a register of staff with uniforms.</li><li>● Reviewing the Policy every 3 years with the Senior Management Team.</li></ul>
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#### 14. MONITORING, EVALUATION AND REVIEW

YMCA Geelong actively monitors the policy to ensure it is appropriate for the business needs, health and safety of the staff and that it is in line with branding guidelines. YMCA Geelong supervisors will be authorised to ensure the uniform standards are being met and address staff who are not complying with the policy.

Serious breaches may result in counselling, suspension or termination of employment.

This policy will be reviewed on a three year cycle and monitored by the Senior Management Team through monthly reporting to CEO on compliance to the Policy, Training conducted and breaches to the policy.

#### 15. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

##### Human Resource Policies

- Recruitment and Selection Policy
- YMCA Geelong Staff Agreements and Employment Contracts

Approved by: SMT

Meeting number and date:03/09/2014

Resolution number:

Effective date:

Review date:

Policy Owner: Tamara Allan, Corporate Service Manager

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Amendment history:

Version	Date	Author	Change Description
V1	13/12/2013	Shona Eland- Acting CEO YMCA Geelong	Draft Policy updated with consultation from Kerri MacDonald.
V2	21/01/2014	Tamara Allan- Corporate Service Manager	Update
V3	28/01/2014	Shona Eland- Acting CEO	Updated content to YMCA policy template included sections 11,12,13,14,15.
V4	12/02/2014	Cheralyn Dabrera – Payroll & HR Coordinator	Updated content to YMCA policy template sections 2, 3.1, 3.4, 6
V5	16/07/2014	Shona Eland	Changed Camp programming uniform from black hooded jacket to Grey YMCA Camp jumper.
V6	03/09/2014	Shona Eland	Reviewed, Updated and Approved at SMT

As adopted by the YMCA Geelong on 03/09/2014



Chief Executive Officer YMCA Geelong Inc