



TOLLCROSS
housing association

Corporate Clothing & Equipment Policy

Prepared By	Anne Fitzsimons, Corporate Services Director
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Reviewed By	Audit & Business Sub-Committee

CORPORATE FIT	
Internal Management Plan	✓
Risk Register	✓
Business Plan	✓
Regulatory Standards	✓
Equalities Strategy	✓
Legislation	✓

On request, the Association will provide translations of all our documents, policies and procedures in various languages and other formats such as computer disc, tape, large print, Braille etc. and these can be obtained by contacting the Association's offices.

1. Introduction and Aims

- 1.1 The safety of our employees whilst carrying out their role is of the upmost importance to the Association. In addition, the appearance of all staff is important in creating a professional image of Tollcross Housing Association. We believe that this is enhanced by a staff uniform.
- 1.2 The purpose of this policy is therefore twofold:
 - i) To detail those items of protective clothing and equipment which will be provided by the Association, for use by individuals in their roles; and
 - ii) To outline the Association's policy in relation to the staff uniform and its usage.

2. Protective Clothing and Equipment

- 2.1 It is necessary for certain roles within the organisation to be provided with safety and protective clothing and equipment.
- 2.2 The Association will provide as detailed at Appendix 2, protective clothing, equipment and safety items to protect our staff from certain hazards.
- 2.3 It is essential that postholders who are issued with any such items should ensure use of these at all times. Full training will be provided on issue.
- 2.4 For instances where individuals may be required to attend onsite on an adhoc basis, safety boots, hats and vest will be provided from stock supplies.
- 2.5 For those postholders who may have to attend site on an adhoc basis, but not in a technical capacity, a general health and safety awareness session will be provided on an annual basis and should be adhered to.
- 2.6 All the items provided will be fit for purpose, serviced and maintained and correctly stored. A register of all items together with details of servicing, issue to personnel, repairs, etc. will be kept on file by the Health and Safety Administrator.
- 2.7 In addition to the items listed below a supply of hygiene/sanitising items, coveralls, latex gloves, shoe covers etc are available from Corporate Services.

- 2.8 Protective clothing will be renewed as necessary in line with the corporate uniform renewal process below. Protective equipment will be regularly tested and renewed as necessary, unless specifically time led.

3. Corporate Uniform

- 3.1 A uniform is provided as a means of easy identification and to allow the wearer to project an image, which will promote a professional appearance. First impressions are important and as a non-verbal communication they often determine the attitude which will be conveyed in a subsequent closer relationship. A neat well-groomed appearance projects an efficient and professional image.
- 3.2 The policy applies to all staff members.
- 3.3 The Association complies with guidance from the Inland Revenue in respect of the provision of a staff uniform. The uniform is a non-taxable condition of service, and will be purchased by the Association.
- 3.4 The Association recognises and values the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress and uniform requirements.

4. Expected Outcomes

- 4.1 The expected outcomes of the Corporate Clothing and Equipment Policy for the Association are considered below:
- Improved Professional Image.
 - Improved identification of Association Staff for Stakeholders.
 - Expanded use of Corporate Brand
 - Clear list of protective clothing and equipment for posts
 - Clear responsibilities of staff members in ensuring usage of this equipment and clothing
 - More safe working practices and processes

5. Corporate Fit

- 5.1 The degree of compatibility of the Association's Uniform Policy with other corporate policies, plans and strategies is considered below:

Relevant Legislation – the Policy complies with guidance from the Inland Revenue

Equality & Human Rights Policy – THA is committed to promoting the existence and content

Business Plan – the cost of replacing corporate clothing and equipment is currently identified within the Association’s Business Plan and Budget.

6. Corporate Clothing Guidelines

- 6.1 The Association will provide a uniform to all staff that have permanent or fixed term employment contracts of 6 months or more.
- 6.2 Staff on a temporary contract of fewer than 6 months may not be provided with a uniform.
- 6.3 New uniform selection process shall be complete by the end of the second quarter of each financial year.
- 6.4 The cost limit, per employee of the uniform will be set annually and staff made aware of any changes.
- 6.5 Staff commencing employment part way through the year will be provided with a proportionate value in uniform to ensure this is sufficient to take them through to the annual renewal.
- 6.6 No employee will be provided with a new uniform 3 months prior to the uniform renewal date.
- 6.7 Should an employee leave employment with the Association, then their uniform should be returned to the Association and recycled accordingly.
- 6.8 Staff uniforms are compulsory and will be worn in full as part of the Association’s business. They will not be used for any private purpose. The uniform must be worn in full and comply with uniform protocols contained in Appendix 1.
- 6.9 Line Managers are responsible for ensuring all staff fully comply with this policy and enforce any measures necessary to administer this, including, if necessary, disciplinary procedures.

7. Procedure

- 7.1 The following procedure will be complied with for the purchase and provision of corporate clothing and equipment to staff.
- 7.2 Line Managers will confirm the eligibility of all staff for the provision of uniform and/or protective clothing to the Corporate Services Director.

- 7.3 The implementation and purchasing process will be facilitated and managed by the Corporate Services Director. The Association will purchase the corporate clothing and equipment on behalf of all staff.
- 7.4 Employees will complete a pro forma acknowledging the safe receipt of the corporate clothing and equipment and conditions attached to its use as outlined in Appendix 2.
- 7.5 Staff wishing to purchase additional clothing must ensure it complies with the uniform protocol, as per Appendix 1. Deliberate breach of the uniform protocol may result in disciplinary action.

8. Responsibilities

- 8.1 The Association will be responsible for the cost of repair or replacement of damaged corporate clothing and equipment, if the damage is accidentally incurred on Association business.
- 8.2 Staff members will require Association approval prior to disposing any item of corporate clothing. In all other cases, staff members will have garments repaired or replaced at their own expense. It is the responsibility of the employee to take appropriate care of the corporate clothing and equipment in accordance with the instructions on the garment label.
- 8.3 The Association will be responsible for the cost of alterations or replacement of uniforms, if the staff member loses/gains weight due to a medical condition.
- 8.4 Similarly, the Association will be responsible for the cost of alterations or replacement uniforms that become necessary due to pregnancy.
- 8.5 In all other cases staff members will have garments altered, repaired or replaced at their own expense. It is the responsibility of the employee to take appropriate care of the uniform in accordance with the instructions on the garment label.

9. Equalities

- 9.1 An Equality Impact Assessment (EIA) has been carried out when reviewing this policy. In line with good practice the completed EIA will be published alongside the Corporate Clothing and Equipment Policy.
- 9.2 Where there is a need for follow-up action, the tasks and timeframe for achieving them shall be noted in the Equality and Human Rights Action Plan to ensure they are addressed.

- 9.3 We do not see this policy as having any direct impact upon the protected characteristics contained within the Equality Act 2010.

10. Access & Review

- 10.1 All staff will be informed of the Corporate Clothing & Equipment Policy through departmental meetings and as well as direct access via the central file on the company server (stored in G:/Corporate/Corporate Library/Policies & Procedures/Staff/...), a copy will be posted on the Intranet.
- 10.2 The Policy will be reviewed every three years or sooner as deemed necessary.
- 10.3 Employee representatives will be requested to take part in policy review and corporate clothing and equipment selection process.

Appendix 1

Uniform Protocol

These protocols apply to all staff.

1. Dresses/Skirts/Trousers

All dresses, skirts and trousers worn should be navy. Skirts and dresses should be worn at knee length or longer. These shall be embroidered with the company mark TXHA.

2. Shirts/Blouses

All shirts and blouses worn must be white. Garments supplemented by employees must be corporate in style, i.e. plain white with no adornments such as lace, sequins and should not be transparent.

3. Cardigans/Jumpers

All cardigans and jumpers worn must be, navy and embroidered with the company mark TXHA.

4. Headwear

Only approved headwear for reasons of ethnic, health and safety or legislated requirements should be worn whilst on duty.

5. Scarves/Ties

Scarves worn are to be plain turquoise. Lengths can vary to suit individual tastes. Ties are to be worn at all times and it is recognised they may be worn loose during spells of hot weather.

6. Name Badges

Name badges are an important element of the Association's corporate identity arrangements and should be worn by staff at all times.

7. Protective Clothing

Protective clothing should be worn at all times, where applicable. Individuals are responsible for ensuring that they comply with this requirement.

8. Protective Equipment

Individuals are responsible for ensuring that they use all provided equipment when carrying out their roles, including mobile phones and safeguard alarm systems.

Appendix 2

Corporate Clothing and Equipment Policy

Acknowledgment of Receipt, Terms and Conditions

I acknowledge safe receipt of the following items of corporate clothing and equipment.

	Jacket(s)		Tie(s)
	Trouser(s)		Scarf(ves)
	Skirt(s)		Safety Boots
	Dress(es)		Safety Shoes
	Shirt(s)		Safety Helmet
	Blouse/Top(s)		Waterproof jacket
	Cardigan(s)		High Visibility Vest
	Jumper(s)		Mobile Phone

I also acknowledge and accept the terms and conditions of usage as stated in the Association's Corporate Clothing and Equipment Policy and in particular the Uniform Protocol, at Appendix 1 of the policy.

Name		Department	
Signature		Date	