

The Y Geelong Uniform Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 118-O	14/09/2023	02/01/2024	APPROVED

UNIFORM POLICY

1. INTRODUCTION

The Y Geelong seeks to ensure that our people and programs are presented in a professional image. Team members are required to meet the uniform policy requirements and ensure that issued uniform is maintained in a manner fit for the work conditions.

2. Policy

- Staff Uniform will be issued to staff at commencement of employment
- Where uniform is compulsory the costs of such will be borne by the Y 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 Y Geelong, and must be returned at the cessation of employment
- If uniforms are not returned, or not returned in a state considered satisfactory to the Y Geelong 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

2.1 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. eg. sharp rings
- Gymnastics Coaches are to have finger nails no longer than the top of the fingers.
- 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.

2.2 Personal Protective Equipment (PPE)

Protective clothing and materials necessary to meet the Y'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 Y Geelong.

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

2.3 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.

2.4 Items of Uniform

2.4.1 Management Team

Full Time	<ul style="list-style-type: none"> • Polo branded colour for area or Indigenous print Shirts or Business Shirts (Black, Check or White) (Total of 3 shirts) • 1 Black Soft Shell Jacket or Puffer Jacket • 2 Black Y branded shorts.
Part Time/ Casuals:	<ul style="list-style-type: none"> • 1 Polo branded colour for area or Indigenous print Shirts <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three.</i> • Business Shirts (Total of 3 shirts) • 1 Black Y branded shorts <i>1 short equal to the average number of days worked in a week, up to a maximum of two.</i>

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

Full Time	<ul style="list-style-type: none"> • 3 Polo Shirts (Black/Orange/ Indigenous) • 2 the Y Hoodies (Black & Orange) • 2 Black the Y branded shorts
Part Time/ Casuals:	<ul style="list-style-type: none"> • 1 Polo Shirt (Black/Orange/ Indigenous) <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three.</i> • Optional singlet is available as part of this allocation • 1 the Y Hoodie (Black & Orange) <i>2 hoodies for staff working 4 or more days.</i> • 1. Black Y branded shorts <i>1 short equal to the average number of days worked in a week, up to a maximum of two.</i>

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

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

2.4.3 Cleaning and Maintenance Employees

Full Time	<ul style="list-style-type: none"> • 3 Polo Shirts (Black/Orange/ Indigenous) • 2 the Y Hoodies (Black & Orange) • 1 Black Soft Shell Jacket or Puffer Jacket • 2 Black the Y branded Shorts
Part Time/ Casuals:	<ul style="list-style-type: none"> • Polo Shirts(Black/Orange/ Indigenous) <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three.</i> • 1 Black Soft Shell Jacket or Puffer Jacket • 1 the Y Hoodie (Black & Orange) <i>2 hoodies for staff working 4 or more days</i> • 1 Black Y branded Shorts <i>1 short equal to the average number of days worked in a week, up to a maximum of two.</i>

2.4.4 Customer Service/Administration Employees

Full Time	<ul style="list-style-type: none"> • 3 Business Shirts (Black, Check or White) • 1 Black Soft Shell or Puffer Jacket • 2 Black the Y branded Shorts
Part Time/ Casuals:	<ul style="list-style-type: none"> • 2 Business Shirt (Black, Check or White) • 1 Black Soft Shell or Puffer Jacket <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three</i> • 1 Black Y branded Shorts <i>1 short equal to the average number of days worked in a week, up to a maximum of two.</i>

2.4.5 Duty Managers

Full Time	<ul style="list-style-type: none"> • 3 Polo Shirts (Black/Orange/ Indigenous) • 2 the Y Hoodies (Black & Orange) • 2 Black the Y branded Shorts
Part Time/ Casuals:	<ul style="list-style-type: none"> • 2 Polo Shirts (Black/Orange/ Indigenous) • 1 the Y Black Soft Shell or Puffer Jacket <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three.</i> • 1 the Y Hoodies (Black & Orange) <i>2 hoodies for staff working 4 or more days</i> • 1 Black the Y branded Shorts <i>1 short equal to the average number of days worked in a week, up to a maximum of two.</i>

2.4.6 Vacation Care and OSHC Employees

Full Time	<ul style="list-style-type: none"> • 2 Polo Shirts (Purple/Black or Black/Purple) • 2 the Y Hoodies (Black & Purple) • 2 Black the Y branded Shorts
Part Time/ Casuals:	<ul style="list-style-type: none"> • 2 Polo Shirts (Purple/Black or Black/Purple) <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three.</i> • 1 the Y Hoodie (Black & Purple) <i>2 hoodies for staff working 4 or more days.</i> • 1 Black the Y branded Shorts <i>1 short equal to the average number of days worked in a week, up to a maximum of two.</i>

2.4.7 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:

Camp Programming

Full Time	<ul style="list-style-type: none"> • 3 Polo Shirts (Orange) • 2 Black the Y branded Shorts • 1 the Y Black Sleeveless Vest • 2 the Y Hoodies (Black & Purple) • 1 the Y Black Puffer Jacket (Permanent Staff) • 1 the Y Cap (summer) • 1 the Y Beanie (winter)
Part Time/ Casuals	<ul style="list-style-type: none"> • 1 Polo Shirt (Orange) • <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three.</i> • 1 Black Sleeveless Black Fleece Vest • 1 the Y Hoodies (Black & Orange) • 1 the Y Cap (summer) • 1 the Y Beanie (winter) • <i>2 hoodies for staff working 4 or more days</i>

Camping Cleaning/Maintenance

Full Time	<ul style="list-style-type: none"> • 3 Long/Short Sleeve Polo Shirt (Orange) • 2 Black the Y branded Shorts • 1 the Y Black Sleeveless Vest • 2 the Y Hoodies (Black & Orange) • 1 the Y Black Puffer Jacket (Maintenance Only)
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	<ul style="list-style-type: none"> • 1 the Y Cap (summer) • 1 the Y Beanie (winter)
Part Time/ Casuals	<ul style="list-style-type: none"> • 1 Long Sleeve Polo Shirt (Orange) • <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three.</i> • 1 Black Y branded shorts <i>1 short equal to the average number of days worked in a week, up to a maximum of two.</i> • 1 the Y Black Sleeveless Vest • 1 the Y Hoodies (Black & Orange) • 1 the Y Black Puffer Jacket (Maintenance Only) • 1 the Y Cap (summer) • 1 the Y Beanie (winter) • <i>2 hoodies for staff working 4 or more days</i>

Catering

Full Time	<ul style="list-style-type: none"> • 3 Polo Shirts (Black/Orange/ Indigenous) • 2 the Y Hoodies (Black & Orange) • 5 Chef Jackets (Qualified Staff only)
Part Time/ Casuals:	<ul style="list-style-type: none"> • 2 Polo Shirts (Black/Orange/ Indigenous) • Chef Jackets = to days worked (Qualified Staff only) <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three.</i> • 1 the Y Hoodie (Black & Orange) <i>2 hoodies for staff working 4 or more days.</i>

Administration

Full Time	<ul style="list-style-type: none"> • 3 Business Shirts (Black, Check or White) • 2 Black Y branded shorts • 1 the Y Black Soft Shell or Puffer Jacket • 1 the Y Black Sleeveless Vest
Part Time/ Casuals:	<ul style="list-style-type: none"> • 2 Business Shirt (Black, Check or White) • 1 Black Y branded shorts. • <i>1 shirt equal to the average number of days worked in a week, up to a maximum of two.</i> • 1 the Y Black Soft Shell or Puffer Jacket • 1 the Y Black Sleeveless Vest <i>1 shirt equal to the average number of days worked in a week, up to a maximum of three</i>

3. 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.

4. 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 People and Culture Director (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

5. Items to be supplied by Employee

Pants/Shorts/Skirts (if not opting for The Y branded shorts)

- 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.

6. 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.

Employees can utilise their annual Tax Returns to claim for laundering or maintenance of uniforms provided by the Y Geelong. The Australian Tax office has guidelines as to how much can be claimed per wash.

7. 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 Site Manager for approval.

8. Return of Uniform on employment cessation

If uniforms are not returned, or not returned in a state considered satisfactory to the Y Geelong 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.

9. Procurement of Uniforms

All uniform requirements should be purchased through the People and Culture Director team using Y Gear according to the Y Group Purchasing Procedures.

10. 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, Arena Gymnastics Centre and any other operations that exist now or into the future.

11. SCOPE

This policy applies to all employees and volunteers of the Y Geelong.

12. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Staff	<ul style="list-style-type: none">● Adhering to Policy as outlined
People and Culture Director	<ul style="list-style-type: none">● Purchasing and issuing of uniforms to staff● Maintaining a register of staff with uniforms.● Reviewing the Policy every 3 years with the Senior Management Team.

13. MONITORING, EVALUATION AND REVIEW

The Y 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. The Y 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.

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

Human Resource Policies

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

Approved by: SLT

Meeting number and date: 14/09/2023

Resolution number:

Effective date: 01/07/2016

Review date: 01/07/2026

Policy Owner: Adele Andrew, People and Culture Director

Contact Details policy owner: Ph: 5221 2714 E: hr.geelong@ymca.org.au

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
V7	08/06/16	Ann-Maree Lineen – Payroll – HR Coordinator	Updated clauses 3.4 to include Red lined soft shell jackets.
V8	07/03/2019	Brenda Bowell	<ul style="list-style-type: none"> • Update policy owner from Anne-Maree Lineen, Payroll HR Coordinator to Adele Andrew, People and Culture Director • Added review date to footer
V9	28/09/2022	Adele Andrew	Updated Clauses 3.4.5,
V9	02/07/2019	Adele Andrew	<ul style="list-style-type: none"> • Added content clause 2.1 Jewellery added eg. sharp rings • Added content clause 2.1 Gymnastics Coaches are to have finger nails

			<p>no longer than the top of the fingers</p> <ul style="list-style-type: none"> ● Changed clause 3.4.8 Catering – from Red Fleece Jumper to Black Fleece Zip Jacket ● Add content to Clause 6 Employees can utilise their annual Tax Returns to claim for laundering or maintenance of uniforms provided by YMCA Geelong. The Australian Tax office has guidelines as to how much can be claimed per wash. ● Changed clause 7 from Payroll and HR Coordinator to Site Manager ● Changed Clause 9 from Payroll and HR Coordinator to People and Culture Director and E-Store to Y Gear ● Changed clause 12 Payroll/HR Coordinator to People and Culture Director ● Changed Clause 14 from Recruitment and Selection Policy to Recruitment, Selection and Screening Policy ● Changed Policy owner from Anne-Maree Lineen, Payroll HR Coordinator to Adele Andrew, People and Culture Director ● Changed review date from 15/06/2019 to 02/07/2022 ● Changed footer review date from
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			15/06/2019 to 02/07/2022
V10	02.10.2022	Adele Andrew	<ul style="list-style-type: none"> Updated all Clauses within 2.4 to new uniform colours Orange and Black for Recreation and Purple for OSHC and Vacation Care Removed Cherry from Management, Admin and Customer Service clauses. Removed Red from Recreation, Camping, OSHC and Vacation Care.
V11	19.04.2023	Adele Andrew	<ul style="list-style-type: none"> Updated Clause 2.4 to 2 x Hoodies for Fulltime staff and other staff who work 4 or more days Updated Clause 2.4 to the Y Updated Clause 2.4 into tables for easier reading.
V12	01/07/2023	Adele Andrew	<ul style="list-style-type: none"> Updated Clause 2.4.6 from 2 Polo Shirts (Purple) to (Purple/Black or Black/Purple)
V13	07/08/2023	Adele Andrew	<ul style="list-style-type: none"> Updated Clause 2.4.3 1 Cleaning and Maintenance Employees Black Soft Shell Jacket or Puffer Jacket Procurement of Uniforms Clause 9 changed from

			<p>People and Culture to People and Culture Director team.</p> <ul style="list-style-type: none"> • Change YMCA to The Y in all relevant parts of the Uniform Policy
V14	01/12/2023	Adele Andrew	<ul style="list-style-type: none"> • Added to Clause 24 for all work areas Fulltime • 2 Black Y branded shorts Part-time/Casual • Black Y branded shorts <i>1 short equal to the average number of days worked in a week, up to a maximum of two.</i>
V15	02/01/2024	Greg Mason	<ul style="list-style-type: none"> • Updated Clause 2.4.7 removing 'Y Branded Shorts' from the Catering uniform allowance. • Changed document name from 'YMCA Uniform Policy' to 'The Y Geelong Uniform Policy'

As adopted by the Y Geelong on 14/09/2023

A handwritten signature in black ink, appearing to read "Simon Casey", enclosed within a thin black rectangular border.

Chief Executive Officer YMCA Geelong Inc