



Vale of Pickering Internal Drainage Board

Staff Uniform & PPE Policy

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1. Policy Statement

- 1.1. This policy prescribes mandatory standards of dress and appearance. Employees must always maintain an appropriate standard of dress and personal appearance at work and when representing the Board.
- 1.2. The policy is not exhaustive, staff must use common sense in adhering to the principles of this policy.
- 1.3. The Board recognises the diversity of cultures and religions of its employees and will take a sensitive approach when defining dress and uniform requirements, however, priority will always be given to health and safety in the workplace.

2. Responsibilities of Line Managers

- 2.1. Line managers will monitor this policy and inform employees that are in contravention of this policy.

3. Responsibility of the Employee

- 3.1. Employees, whilst on duty must ensure they are wearing the correct uniform and PPE provided by the Board.
- 3.2. Employees in violation of the policy may be asked to stop work and return home in their own time to change into appropriate clothing.
- 3.3. If an employee refuses to follow this policy or persistently violates it this will become conduct matter.

4. General Requirements

- 4.1. Employees whilst wearing corporate workwear, represent the Board and should refrain from an activity which may damage the reputation of the Board. Failure to adhere to this policy is a conduct matter.
- 4.2. As a matter of courtesy to customers, visitors and colleagues, all employees are expected to maintain high standards of personal hygiene.

5. Office Staff

- 5.1. Office staff may wear Corporate branded uniform provided by the Board or business casual attire unless tasks require otherwise.
- 5.2. Clothing with offensive or inappropriate designs or logos are not permitted.
- 5.3. Clothing that advertises another corporate brand is not permitted except when promoting and event or organisation authorised by the CES e.g., a trade or charitable event.

5.4. Clothing dictated by religion or ethnicity is exempt from 3.1 except for where priority except where this clashed with health and safety requirements.

6. Operational Staff

6.1. Employees engaged in work related tasks are required to corporate workwear during working hours, during callout and during training events.

6.2. Each employee will initially be supplied with full branded uniform and PPE comprising of:

- 1 x Hi-Vis Coverall
- 1 x General Use Overall
- 1 x Hi-Vis Coat
- 2 x Reflective Trousers
- 3 x Reflective Polo Shirts
- Safety Boots
- Contribution of £60 to the cost of prescription safety glasses if required to be reimbursed through an expenses claim of submission of a full receipt. This shall be up to 1 pair per year unless there is a change in the prescription during the 12 months since the last pair of safety glasses was made.

6.3. The above list is not exhaustive and may be changed from time to time.

6.4. Employees will be required to sign on receipt of the uniform. Upon acceptance the uniform becomes the responsibility of the Employee for maintenance and care.

6.5. Uniforms will continue to remain the property of the Board and will be returned to the Employees line manager in the event of termination of employment or at any time on demand.

6.6. If part/all of the supplied uniform needs replacing, the Employee is required to return the existing uniform in exchange for a replacement. Whilst normal wear and tear is expected, excessive damage or loss of the uniform will/may result in Board requesting a contribution in part or full cost of replacement.

6.7. Jewellery should not be worn whilst operating any machinery except for a plain wedding band.

7. Personal Protective Equipment (PPE)

7.1. If this policy conflicts with the Board's Safe System of Work, this Safe System of Work shall take precedence.

7.2. Employees must use PPE provided in the correct and specified fashion. Employees must not interfere with or compromise PPE provided for their safety or the safety of others.

7.3. It is the responsibility of the Employee to make their line manager aware if their PPE needs replacement or changing.

- 7.4. It is the responsibility of the Employee to whom PPE is allocated, to ensure it is correctly stored and looked after.
- 7.5. Failure to ensure the correct PPE is worn may result in disciplinary action, up to and including termination of employment.

8. Identity Badges

- 8.1. All Employees are required to carry their photographic identity badges at all times whilst on duty and are obliged to present these when requested to do so.