

# Custodial & Court Logistics Employee Uniform Policy

## Essential Summary

This policy informs custodial and court logistics employees of the introduction and the responsibilities regarding the wearing of the Youth Justice NSW mandatory uniform.

The following information is included in the policy:

- employee responsibilities
- dress standards
- uniform entitlement and approval

All employees are required to comply with the standards outlined in this policy. Individual employees have a responsibility to ensure their dress and grooming contribute to an orderly, clean, safe and professional environment

This policy is consistent with the departments Work, Health and Safety policies, which require employees to wear clothing and footwear that is safe and suitable for the working environment.

Printed or saved copies of this document may not be up to date.

Please check in the [Operations Manual \(TOM\)](#) to ensure you have the latest version before using this document.

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# 1 Scope

This policy applies to all Youth Justice NSW employees (employees) who are responsible for the safe and secure supervision of young people during the execution of their role and responsibilities as an employee at a YJNSW Centre, Court Logistics facility or while transporting a young person, this includes;

- Youth Officers (ongoing and casual)
- ITAP Officers
- Admission Supervisors
- Assistant Unit Managers
- Unit Managers
- Shift Supervisors
- Assistant Unit Managers
- Operations Supervisors
- Court Supervisors
- Assistant Managers

All the above employees are to comply with this policy and the related *How to Order a Uniform Guide*.

It is the responsibility of all managers and supervisors to monitor and enforce compliance with this policy to maintain the required professional dress code.

# 2 Purpose

The purpose of this policy is to inform YJNSW employees of:

- the rationale and responsibilities associated with employee uniforms and professional dress code
- the potential risks of non-compliance and remedial actions required
- specific uniform entitlements and purchasing

# 3 Definitions

**Australian Defence Apparel (ADA)** is the Department of Community and Justice's contracted uniform and personal equipment company; manufacturing and supplying uniforms, protective clothing and ceremonial dress.

**Basket** refers to an employee's online uniform entitlement list.

**Centre Manager** refers to the person for the time being in charge of a centre; and for the purpose of this policy includes the Manager Court Logistics, Classification and Placement.

**Designated Officer** refers to the Administration Officer role in Centres and the Operations Assistant in Court Logistics, Classification and Placements Unit.

**Employee** refers to all YJNSW centre based and court logistic employees, who directly interact with young people under the supervision of YJNSW.

**Fair Wear and Tear** refers to the replacement of uniform items due to damage or wear and tear, whilst on duty.

**Made to measure** refers to the process for ordering uniform items when an employee does not fit into the standard sizing range for a specific garment

**Must** indicates a mandatory action to be complied with

**Should** indicates a recommended action to be complied with unless there are sound reasons for taking a different course of action.

## 4 Rationale

YJNSW is introducing a standardised set of uniforms for operational employees to:

- provide a professional corporate brand for employees responsible for the safety, security and transport of young people in custody
- improve employee safety and security by clear identification during critical incidents
- promote a sense of team spirit and belonging

A uniform will provide employees with a professional and consistent appearance that reflects the importance of the work the division performs.

Clothing should always be appropriate to the workplace; consistent with work health and safety standards and enable employees to respond in an emergency.

## 5 Employee responsibilities and dress standards

### 5.1 Responsibilities

It is the responsibility of all managers and supervisors at all levels to monitor compliance with wearing the YJNSW uniform.

It is the responsibility of all employees to maintain their uniform in good order and repair; presenting a high standard of appearance always. Alterations to the basic design of the issued uniform are only permitted with the approval of the Executive Director YJNSW.

### 5.2 Dress standards

Employees are required to maintain a standard of dress and appearance that is consistent and professional.

Employees are expected to present for duty well-groomed and in compliance with the following standards, which include but are not limited to:

- all uniform items (clothing, footwear and accessories) must be clean, neat, in good repair and serviceable condition
- clothing should always be appropriate to the workplace; consistent with work health and safety standards and enable employees to respond in an emergency environment.
- mixing of uniform and personal clothing is prohibited with the following exceptions:
  - Aboriginal designed conference shirts worn by Aboriginal employees are permitted on recognised days (e.g. Sorry Day, NAIDOC week) and/ or when delivering specific Aboriginal programs (e.g. My Journey My Life program).
  - Loose fitting pants approved by the Centre Manager for employees for individual employee reasons. The employee is to purchase (at their own expense) other suitable pants e.g. stretch fabric pants, however the pants must match the dark blue colour of the uniform pants. Larger sized shirts can be purchased through the portal (if necessary)
  - or at specific times at the discretion of the Centre Manager
- jewellery, including piercings, must be appropriate and suitable to the work environment. (Consideration into the wearing of jewellery must be made regarding Work, Health and Safety concerns).
- lanyards must always be securely attached to an employee's pant belt; Velcro belts must not be worn
- dress and presentation should always project an image that is consistent with accepted community standards and the work of the division

## 6 Wearing uniforms outside of a centre or court logistic facility

Uniforms must always be worn for movements outside of a centre and during Court Logistic movements; such as escorted absences and outings, unless otherwise approved by the Centre Manager.

A circumstance where the Centre Manager may approve an employee not wearing a uniform is based on appropriateness, such as escorting Aboriginal young people to a funeral where it may be more appropriate for employees to wear business attire or a suit; or during programs where young people are not to be identified as a youth justice client.

Employees are permitted to wear their uniform when travelling to and from work. However, uniforms are not permitted to be worn in personal/leisure time (i.e. outside of rostered working hours).

## 7 Ordering uniforms on line

Employees can shop and submit requests for uniforms via the *Uniform Portal*, which is linked to an employee's computer login, and can be accessed by this intranet icon:



Using the *How to Order a Uniform Instruction* employees can order items at any time on any shift.

Employees will only be able to order from the approved apparel line on a yearly basis. Should an employee not use their uniform allocation, it will not be carried over to the following year. Orders from an employee's annual allocation or personal purchases will not require approval.

## 7.1 Uniform entitlement and approval

The annual limit of uniform items per employee per year is set by YJNSW. The limit is set to ensure budget requirements are met and all employees have equal access to uniform items.

The approved apparel line includes, but may be subject to change overtime:

- cargo trousers
- cargo shorts (custodial employees only)
- standard polo shirts
- 100% cotton shirts
- track pant (custodial employees only)
- track short (custodial employees only)
- fleecy jacket
- baseball cap
- bucket hat

These items will not be gender specific.

Where an employee would like to purchase additional items and has exceeded their annual allocation they can purchase these items via a Personal Purchase from the uniform portal at their own cost. Personal Purchase is not compulsory and is available to an employee as an option.

A 'basket' of approved uniform items based on entitlement will be allocated to each employee.

Once the order is approved and processed in the Australian Defence Apparel (ADA) system, an email is sent to the employee with a tracking number for the parcel.

Centre Managers must develop a local stocktake system to monitor uniform supplies as well as maintaining a local tracking system to monitor uniform deliveries.

## 7.2 Made to Measure items (MTM)

Employees who do not fit the standard sizing range and require a minimum of 6-7 cm removed or added to a garment may request a Made to Measure item. E.g. the employee is very tall or short. MTM items are not for standard alterations.

Employees should be encouraged to try a standard size prior to requesting a MTM item. The manufacturer will not process any MTM orders for anything less than 5 cm regardless of management approval.

The reason behind a request for a MTM items must be discussed with the employee making the request and all MTM orders require approval by the Centre Manager, nominated approver.

### **7.3 Fair wear and tear (FWT)**

If you have utilised all your annual points and need to replace a uniform item due to damage or wear and tear then additional items can be ordered through the FWT allocation.

All orders will be reviewed and submitted to an employee's designated approving officer,, based on Youth Justice Human Resources (HR) data, who will be able to review and approve the order

### **7.4 Lanyards and belts**

Approved lanyards will be provided by Youth Justice. Lanyards must at all times be securely attached to an employee's belt. Velcro belts must not be worn, due to security risk concerns.

### **7.5 Shoes**

Shoes will not be supplied by YJNSW but will remain the choice of an employee; however, they must meet the following requirements:

- no sandals or opened toed shoes
- abled to be securely laced or buckled to prevent accidental removal during an employee's duties
- sturdy with non-slip soles

### **7.6 Extra clothing items**

Centre managers may permit the wearing of additional items of clothing e.g. gloves or beanies during colder months. However, the items must be approved by the Centre Manager and be consistent in fabric, colour and style, as stipulated by the Centre Manager.

## **8 Order delivery**

All uniform orders will be sent to an employee's pay location (centre address), as chosen by the employee from the drop down list, when an order is being placed.

The parcel will be delivered by Australia Post and the employee will receive an email with a tracking number.

YJNSW has not approved annual entitlement orders (paid for by YJNSW) to be delivered to an employee's home address.

## 8.1 Delivery timeframes

Once the order has been approved, it will be processed by the ADA warehouse and then shipped to the employee's work location which, may take between 7 to 10 working days. Made to Measure items will take 10-12 weeks to be made and shipped.

If an item is out of stock it will show in an employee's cart when an order is being placed. An email will be forwarded to the employee with the expected delivery date.

## 8.2 Receipt of delivery

All uniform order parcels will be signed for upon delivery at a centre, by the Designated Officer. If tracking states that an employee's parcel has been delivered and the employee has not received the parcel, a 'Proof of Delivery' (POD) can be requested from the ADA.

# 9 Disposal of uniforms

All uniform items remain the property of YJNSW and must be returned to the centre, at the time an employee ceases employment.

Uniforms must be disposed of appropriately by the centre only. This is to ensure that any uniform item that has a YJNSW logo has been securely disposed of. Items with YJNSW logos must not be disposed of or given away by an employee.

Employees who have old uniform items, no longer fit for purpose, must liaise with the centre's designated officer who will dispose of the items.

# 10 Policy compliance

Failure to comply with this policy will result in the employee being directed to comply.

Monitoring of non-compliance will be the role of centre managers, who will have the discretion to assess each individual situation on a case-by-case basis. If an employee provides a reasonable excuse for not wearing part of, or a full uniform, the employee can be offered 2 options:

1. if the centre has a local supply of clothing for this use, the employee maybe offered a 'temporary uniform' for the shift.
2. the employee be allowed to return home to change into their own uniform however, will sign in at a later shift start time, which may impact their pay.

The employee must be reminded of the Uniform Policy and Code of Ethics and Conduct.

If an employee continues to fail to comply with a reasonable and lawful direction such failure will render the employee liable to remedial and/or disciplinary action under *The Public Sector and Employment Management Act 2002*.



# 11 Medical exemption

An employee may be exempt from wearing any item of the uniform for medical reasons only.

A medical certificate must be presented stating the reason for the exemption, to be approved by the Centre Manager.

# 12 References

## 12.1 Legislation

*Public Sector and Employment Management Act 2002.*

*Work, Health and Safety Act 2012*

## 12.2 Policy

YJNSW Code of Ethics and Conduct.

## 12.3 Procedure

ITAP Employees Uniform Procedure

## 12.4 Forms

The following forms are located in the *Uniform Portal* on the intranet at:

[Uniform Issue Register - Template](#)

[ADA Made to Measure Order Form](#)

## 12.5 Resources

Resources and further information is located in the Uniform Portal on the intranet at:

[YJ Uniform Portal User Guide](#)

# 13 Document information

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<b>Author:</b>	SPO Custody	
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## 14 Document history

Version	Date	Reason for Amendment
0.1	28 April 2021	New Policy