

# National Uniform and Dress Code Policy

## 1 Applies to

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This Policy applies to:

- all Calvary employees

and is to be read in conjunction with employee's relevant employment contract, enterprise agreement or local service policy and procedure relating to uniforms if one exists.

## 2 Purpose

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Calvary promotes a code of dress and appearance that is consistent with our Aged care, Community care and Hospitals that meets current legislative requirements including those governing Work Health and Safety (WHS) and Infection Control.

All employees, whether wearing a uniform or not, whether in a clinical area or not, are visible to our patients, visitors and customers. Calvary expects all employees to maintain a professional appearance which is consistent with our values of hospitality, healing, stewardship and respect.

## 3 Responsibilities

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### Employee

- Every employee, whether wearing a uniform or not, will maintain a professional appearance which is consistent with the values and standards of Calvary.

### Manager

- Responsible for ensuring employees comply with this policy and any local uniform specific related policy/procedure.
- Assess employee special requests for ¾ sleeve nursing shirts and where approved, inform NNT customer service to ensure uniforms are made available to the employee for purchasing.

### National Director People and Organisational Development

- Responsible for the review and maintenance of this policy.

### National Procurement Manager – Clinical

- Responsible for managing the supply contract for Calvary uniforms.

### National Directors of Clinical Services Committee

- Responsible for changes to this policy and/or the uniform supply arrangements and endorsement of the uniform catalogue.

## 4 Policy

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The Calvary Uniform is supplied in accordance with the employment contract, enterprise agreement, award or local service policy. If an employee is required to wear a uniform, **it must be worn at all times**. The uniform may only be varied for cultural or religious reasons following consultation with the manager.

Employees who do not have uniforms as part of their condition of employment may choose to purchase uniforms from the Admin/Corporate range. Employees who are not required to wear a uniform must ensure that their clothing complies with the requirements of WHS and Infection Control standards and this policy.

## 5 Uniform

### 5.1 Employees required to wear uniforms

Roles that are required to wear a uniform is determined by the employment contract, enterprise agreement, award or local service policy. At Calvary, employees that are required to wear a uniform generally work in front line clinical and non-clinical positions. Uniforms are provided to employees in these roles within award requirements. Employees who are not certain that they are required to wear a uniform should first refer to their manager.

### 5.2 Employees who purchase their own uniform

Employees who are not required by Calvary to wear a uniform may purchase their own uniform from the Admin/Corporate range using the preferred supplier's online system.

### 5.3 Ordering uniforms

For information regarding ordering uniforms please read [Calvary Uniform Ordering Information](#) and [5 Easy Steps to Ordering](#)

Uniforms will be provided as per the [National Uniform Catalogue](#). In addition to the uniform colour, differentiation between roles is by the official profession and ID badge.

### 5.4 Wearing Uniforms when Travelling and Outside Work Hours

Uniforms are only to be worn during working hours, travelling to and from work or when representing Calvary on official business. If wearing a Calvary uniform, we ask employees to conduct their behaviour in accordance with our Code of Conduct and values.

### 5.5 Allocations

Where a uniform is to be supplied to the employee it will be in accordance with the clothing quantity set out in the relevant enterprise agreement or award or as determined by the local service. Additional items may be purchased over and above the allowance when placing the order. These purchases are at the employees own expense. Payment for the additional items can be made at the time of ordering by credit card or cheque.

### 5.6 Uniforms following Resignation

On resignation, uniforms allocated will be returned to the **local** Service by the employee and disposed of appropriately.

### 5.7 Returns and Exchanges

- Goods will be exchanged to another size of the same style but not for different styles.
- Goods will only be exchanged if unworn and in original condition and are returned within twenty-eight days (28) of receipt of goods. There will be no refund for goods delivered.
- Our preferred supplier will hold no responsibility for goods gone missing after acceptance of delivery at the employee's workplace.
- Return Forms will be supplied by our preferred supplier. Before goods are returned a Return Authorisation Number must be obtained by calling the supplier. The Return Form should be sent back with the goods.
- Should the return be as a result of the supplier error, then all costs associated with the error will be met by supplier. Should the return not be the fault of the supplier then all costs shall be incurred by the employee.

## 6 Dress Code

### 6.1 Clothing

- Clothing and accessories must be clean, modest, respectful and kept well maintained.
- Perfume and cologne may become an irritant to some and should be used with discretion.
- In Clinical areas, for the safety of the employee as well as the patient, anything that can come into contact with the patient should be secured. This includes ties, scarves, long hair, stethoscopes, ID badges or other items that may scratch, catch or irritate a patient should be removed when moving, lifting or transferring a patient.
- Clothing items (hats, ties or badges) should not advertise other commercial / pharmaceutical products or services (e.g. antibiotics).
- Infection control requirements:
  - ¾ sleeve nursing shirts will *only* be available for employees with special requirements (e.g. religious requirement) following approval by the manager.
  - If long sleeve cardigans are worn due to climate changes, the cardigan must be taken off or sleeves rolled up when providing direct patient care and for hand hygiene.

### 6.2 Footwear

- Employees must wear shoes which provide protection from injury or contact with sharp objects. The style:
  - enclosed style (e.g. no sandals, sling backs or open toe) ;
  - flat or moderate heel ;
  - made of a non-absorbent substance .
- Shoes, stockings/pantyhose and socks should be of a colour that will harmonise with the Calvary Uniform.

### 6.3 Identification (Name) Badge

- The Calvary ID badge (whether a lanyard or pin on) will contain the name of Calvary service, a photo of the employee, name of the employee and position title.
- Whichever badge is worn, **it must be worn** and clearly visible at all times when an employee is on duty to display the full name and title.
- Defacing or altering an ID Badge with labels, clip-ons, markers etc. is not permitted.
- When employee ID badges are worn on a lanyard around the neck the lanyard must bear the Calvary logo.
- Lanyards should **not be worn** by employee's working in direct patient care.
- Lanyards displaying commercial company logos or trade union insignia are not acceptable.

### 6.4 Jewellery, Body Piercing and Body art (tattoos)

- Jewellery and body piercing must be discrete and of no potential risk to patients, residents, clients, peers, equipment or the wearer and ensure a professional image is portrayed at all times.
- Jewellery which may harbour bacteria should be avoided and in some areas such for quality of care reasons may be banded – refer to local signs and procedures.
- Tattoos that could be perceived as offensive should be discreetly covered where possible (e.g. tattoos of naked men/women, skulls or daggers dripping blood). This item is to be administered at the discretion of the Manager.

### 6.5 Nails and Hair

- Nails must be kept short and clean. Due to the potential infection control risks, Artificial nails or long nails are not allowed for clinical and frontline staff.
- Hair should be clean and tidy and should not compromise clinical requirements and other common sense standards. This means that long hair must be tied back in clinical areas and in other areas for WHS reasons. Some areas will require head/hair protection to be worn e.g. Operating Suite, Kitchen, all areas of food handling.
- Hair accessories are to be discrete, functional and of a colour which matches one of the wardrobe colours.
- Males are to be clean-shaven or have facial hair neatly trimmed.
- Only plain coloured hijab's are permitted for those who have to fulfil religious requirements.

## 6.6 Protective Clothing

- Protective clothing must be worn according to the local service policy: gowns and plastic aprons should be worn over uniforms when it is anticipated that there will be exposure to blood or body substances.
- Protective clothing provided must be changed when soiled, wet, stained or damaged.
- Where protective clothing is required, an adequate supply must be made readily available by the local service.

## 7 Related Calvary Documents

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- [National Uniform Catalogue](#)
- [Calvary Uniform Ordering Information](#)
- [5 Easy Steps to Ordering](#)

## 8 Definitions

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- **Calvary or Services** means the Little Company of Mary Health Care and all of its employing entities
- **Employee** means:
  - Every Calvary employee (permanent full time and par-time, casual or fixed term);
  - Contractors/sub-contractors and any of their employees whilst engaged on work for Calvary and with access to Calvary systems and/or contact with patients/residents/clients;
  - Volunteers and ladies auxiliary
- **Manager** means the person who is responsible for day-to-day management or supervision of the employee.
- **Clinical** - As designated by the local Calvary service
- **Non-clinical** - As designated by the local Calvary service
- **Uniform** - Items of specific clothing or apparel supplied by Calvary to be worn by employees in the course of their duties, excluding shoes, socks and stockings.

## 9 References

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- *Work Health and Safety Act 2011*