

# Uniform Policy

Policy and Finance Committee Approved: 18<sup>th</sup> October 2023  
Last Reviewed: 15<sup>th</sup> October 2025  
Due for next Review: 18<sup>th</sup> October 2028

## 1. Introduction

- 1.1 This policy applies to Senior Duty Manager, Duty Managers and Harlington staff who are required to wear a uniform or safety footwear at work to complete your role. Specific uniform requirements will be discussed with either the Harlington General Manager or the Executive Officer.

## 2. Permanent Staff

**Where your job role requires you to wear uniform the requirements are detailed below.**

### T-shirts

- 2.1 If you are required to wear logo t-shirts, these will be provided by the Council. These are to be returned at the end of employment as they remain the property of the Council.

### Steel Toed Safety Footwear

- 2.2 For the health and safety of employees, certain employees are required to wear steel toed safety footwear. One pair should be purchased before the first shift and worn daily or on every rota'd shift.. An expense form with receipt must be submitted to receive reimbursement of up to £35.
- 2.3 Replacement footwear can be purchased on agreement with either The Harlington General Manager or Executive Officer at a maximum contribution of £35.00 once per year.
- 2.4 Alternatively, the Council may purchase suitable safety footwear for the employee directly on request up to a maximum of one per year.

### Black Trousers

- 2.5 Some employees are required to wear smart black jeans (no rips or fading). A maximum of 3 pairs of jeans can be purchased in any one year. These should be purchased before the first shift and worn daily or on every rota'd shift.

- 2.6 Replacements or additional pairs of jeans required due to wear and tear can be purchased after the first year only and only once agreed with either the Harlington General Manager or Executive Officer.
- 2.7 An expense form should be submitted with the receipt for reimbursement. The receipt(s) must be kept and submitted for reimbursement. Up to a maximum of £30.00 can be expensed per pair of trousers and up to a maximum of 3 pairs per year.

### **3. Casual Staff**

#### **Uniform Requirements**

##### T-shirts

- 3.1 Casual staff are required to wear logo t-shirts, which are provided by the Council. These are to be returned at the end of employment as they remain the property of Fleet Town Council/The Harlington.

##### Other

- 3.2 Casual staff are requested to wear dark trousers or skirts, without logos, rips or fading, and smart, dark, comfortable shoes.

### **4. Reimbursement**

- 4.1 Expense claims will be paid into the same bank account held by the Council for the employee's salary payment.