PROCEDURE

Uniform Management

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Electronic approval by:
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Position: Operations Manager
Date: 23.09.2019

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1 PURPOSE

The purpose of this procedure is to detail employee uniform entitlements, dress standards and defines the approval and ordering process.

2 SCOPE

This Procedure applies to all Reay Services Group Employees including labour hire employees.

3 RESPONSIBILITIES

3.1 Managing Director

The Managing Director shall:

- Ensure the procedure is implemented as part of the quality management system; and
- Ensure adequate resources are available to apply the procedure.

3.2 Managers/ Supervisors

The Managers / Supervisors shall:

- Ensure the procedure is applied in the workplace including training people in the procedure;
- Regularly monitor the workplace and workplace practices to ensure compliance with the procedure; and
- Review the procedure with their people periodically.
- Ensure that where uniforms are requested that the request is of a genuine nature and reasonable wear and tear is eminent.

3.3 Employees and Contractors

Employees and contractors shall:

- Comply with the requirements of the procedure; and
- Provide feedback on the procedure as required.

4 PROCEDURE

4.1 General Notes

Uniforms and PPE are supplied by the company. It is expected that all RSG employees including labour hire employees present to work in a professional manner consistent with the following requirements:

Corporate Office Employees: Are provided with corporate office work shirts. It is the responsibility of the employee to provide appropriate, professional and suitable footwear in conjunction with the nature of tasks being undertaken.

Site Employees: PPE requirements may vary depending on the project site. At a minimum site employees are required to wear the following PPE:

- Long Sleeved High-Vis Shirt
- Steel Capped Boots
- Safety Glasses (Where required)
- Jeans (High vis may be required)
- Hard Hat
- Hearing Protection (Where required)

When wearing RSG uniforms, employees are representing the company and should at all times act in a professional manner that promotes a positive image for RSG, this includes representing the company whilst off shift and wearing company uniforms.

Consuming excessive amounts of alcohol at a public bar or club will not be tolerated by RSG and disciplinary action will be handled in accordance with HR-PRO-004 – Workplace Behaviour & Disciplinary action procedure.

Refer to HR-POL-009 — Code of Conduct for more information regarding behavioural expectations.

Upon resignation or termination of employment Uniforms and PPE are to be returned to the company. If uniforms and PPE are not returned to the company, final payment may be withheld until such time the uniforms and PPE are returned.

5 SUPPLY ENTITLEMENTS

The company shall provide employees with the following supply, within the specified entitlement timeframes. Supply limits may variate depending on the project and roster duration and shall be determined by Senior Management prior to project mobilisation.

5.1 Site Employees – 7 on, 7 off roster (Mine Site)

5.1.1 Full Time

- 3 x High Vis Shirts per 6 months (Embroidered with RSG Logo and Name)
- 3 x Pair of Reflective Jeans per 6 months (Embroidered with RSG Logo)
- 1 x Pair of Steel Cap Boots per 12 months

- 1 x Jacket per 24 months (only if required)

5.1.2 Casual

- 3 x High Vis Shirts per 6 months (Embroidered with RSG Logo ONLY)
- 3 x Pair of Reflective Jeans per 6 months (Embroidered with RSG Logo/ **ONLY** if required on specific site)
- 1 x Pair of Steel Cap Boots per 12 months
- 1 x Jacket per 24 months (only if required)

5.2 Office Employees

5.2.1 Full Time

Upon Arrival

- 4 x Corporate Shirts
- 1 x Grey Polo

Thereafter

- 1 x Black Corporate Shirt per 12 months

5.2.2 Casual

Upon Arrival

- 2 x Black Corporate Shirts
- 1 x Grey Polo

Thereafter

- 1 x Black Corporate Shirt per 12 months

5.2.3 Office Employee also Site Based

Upon Arrival

- 3 x Black Corporate Shirts (Embroidered with RSG Logo)
- 1 x Grey Polo (to only be worn on Friday's)
- 3 x High Vis (Embroidered with RSG Logo and Name)
- 1 x Jacket per 24 months (only if required)
- 1 x Pair of Reflective Jeans (only if required for specific site)
- 1 x Pair of Steel Cap Boots per 12 months

Thereafter

- 1 x Black Corporate Shirt per 12 months
- 1 x High Vis Shirt per 12 months

Where employees request additional uniforms and are not entitled as per the supply timeframes. Exceptions can be made where reasonable wear and tear is present. The company may request photo evidence.

Employees may purchase their own boots providing the boots meet site requirements. An Expense reimbursement shall be submitted accompanied by the original receipt and the company will reimburse the cost of the boots up to $160.00.

6 CLOTHING NOT PERMITTED

The following is not permitted for any Reay Services Group employee's whilst on shift. This includes representing the company in any nature or whilst residing in company supplied accommodation including mining camps.

- Clothing that is likely to offend others in terms of its lack of decency, modesty or cleanliness, or because of slogans, cartoons, or any symbol or graphic worn to provoke, intimidate, condemn or ridicule others

- Motorcycle helmets are not permitted to be worn inside buildings.

6.1 Footwear

Site based footwear is supplied by the company. Site employees must at all times ensure steel capped boots are worn and in good condition.

- Bare feet is not permitted in the office or on any work sites
- Office employees must ensure appropriate, professional and suitable footwear is worn.
- Employees must ensure that footwear is appropriate to the nature of tasks being undertaken.
- Occupational health and safety requirements will at all times take precedence over uniform guidelines.

7 APPROVED UNIFORM SUPPLIERS

To maintain the integrity of the RSG logo all uniforms must be purchased from the approved uniform supplier. This is to ensure that all RSG uniform items are branded correctly.

8 NAME EMBROIDERY

All permanent employees receiving high-visibility work shirts shall have their first names embroidered.

The name embroidery shall be navy blue in colour and situated on the left hand side of the shirt.

Nicknames are not permitted, however shorted names such as 'Thomas' may be reduced to 'Tom' or 'Gregory' reduced to 'Greg'. Where employees have requested another name other than their official first name, senior management approval must be obtained.

9 APPROVAL AND ORDERING PROCESS

9.1 Step 1: Obtain a Uniform request

To obtain new uniforms, the Employee shall source a uniform request from the Supervisor.

Upon completion, the Employee shall then provide the form back to the Supervisor.

The Supervisor shall then endorse the request as a confirmation that uniforms are required.

The Supervisor shall then submit the uniform request to Office Administration.

Note: The Supervisor's endorsement does not mean the request has been approved.

9.2 Step 2: Approval of Eligibility

Upon receipt of the uniform request, Office Administration shall check entitlements to supply in accordance with clause 5.

When supply entitlements have been established, Management approval must then be obtained in order to continue the ordering process.

This is to ensure there are no issues that may affect the order (financial or account status, site requirements, etc.)

Note: The Supervisor may contact Office Administration to check supply limits prior to submission of a request.

9.3 Step 3: Order Uniforms

Uniforms must be ordered from the approved supplier as per clause 7 and in conjunction with the approved uniform logos.

A purchase order shall be raised in MYOB and submitted to the supplier as notification of an order. When raising a purchase order, ensure that the item, brand, code and price is correct.

9.4 Step 4: Receipt of Uniforms

Upon delivery of the uniforms, the purchase order, invoice and delivered stock must be checked to ensure that items ordered have been appropriately delivered.

9.5 Step 5: Dispatch

Site uniforms are then dispatched by placing them on the site outgoing shelf. Office uniforms are given directly to the employee.

9.6 Step 6: Enter/Update Uniform Register

The Uniform Register shall then be updated to reflect the dispatched uniform items. Each employee's uniform listing must have the relevant PO number, quantities, items and dates.

The Uniform Requisition 'office use' section shall also be completed to reflect the date ordered and by whom, the PO number, supplier, the delivery and dispatch dates.

9.7 Step 7: Collate documents and file

The uniform requisition, purchase order and tax invoice shall be stapled together and filed in the relevant hardcopy uniform record cabinet. Accounts shall utilise this information upon receipt of the electronic invoice.

Files are to be maintained in accordance with the HSEQ Records Archive Matrix.

Note: Boots do not remain in stock. Should boots be incorrectly ordered, boots are to be sent back to the supplier with a credit note raised.

10 REFERENCED DOCUMENTS

Document:
HR-FRM-005 – Expense reimbursement form
HR-FRM-012 – Uniform Requisition
HR-REG-007- Uniform Supply Register (Rev 0)
QMS-REG-015 - Purchase Order Register (Rev 0)
QMS-DOC-001 – HSEQ Records Archive Matrix