

Millennium Farm Trust

GN15 Uniform Policy V02

Next review date Feb 2025



Version Control

Version number	Date of changes	Who	Review summary
01	Dec 18	T Freathy	First edition.
02	June 20	T Freathy	Revision following covid changes
	Feb 2023	T Freathy	Scheduled review. No changes

This policy sets out to detail the specific requirements for the wearing of uniform and work wear whilst on duty, when travelling to and from the farm or representing the farm in an official capacity. Uniform and work wear may include personal protection (PPE) work wear and standard issue uniform.

Background

Uniform workwear was introduced to Depden Care Farm in July 2016. The motivation for its introduction was to:

- Provide an easy means for general public and service users to identify staff
- Increase the sense of identity and brand recognition to the organisation
- Avoid the risk of staff getting their own clothing dirty
- Foster a sense of pride in the organisation by staff and service users.

The organisation provides an allocation of work wear to all paid staff and to those volunteers who attend once a week or more.

The uniform consists of polo shirts, hooded fleece jacket and thick waterproof coat identified with the organisation logo.

Staff are expected to buy any additional items of workwear they require. The organisation will refund reasonable expenditure on PPE. i.e. waterproof trousers, steel toe capped boots. Receipts should be kept and claims made via the monthly time sheets.

Staff Responsibilities

Uniforms are to be worn for travel to and from work and for work purposes only. Staff are responsible for laundering their uniform and ensuring that it is maintained and presented in a fit state. Lost uniforms and work wear are the responsibility of the individual and it is their responsibility to purchase replacement uniform or work wear. Whilst wearing the uniform the

individual is representing the organisation and must therefore conduct themselves in a professional manner.

Non-uniform clothing

All Non-uniform clothing worn by staff and volunteers must be:

- Appropriate and fit for purpose.
- Present a positive and professional image.
- Maintain a high standard of appearance and hygiene.

Allowance

Uniform will be provided by the farm upon commencement of employment according to the allowance below. It is formulated on the basis of weekly hours worked.

30 hours +	3 x polo shirts	2 x hoodies	1 x coat
Up to 22.5 hrs	2 x polo shirts	2 x hoodies	1 x coat
Up to 14 hrs	2 x polo shirts	1 x hoodie	1 x coat
8 hrs or less	1 x polo shirt	1 x hoodie	1 x coat

Pandemic Allowance

Where risk management requires staff to wear clean uniform every day:

- addition t-shirts/polo shirts will be provided for every day worked.
- 1 additional sweatshirt / hoody to enable adequate time for washing between shifts.

Personal Protection clothing will be provided as required to enable an individual to safely carry out their role.

Renewal allowance

Each year the organisation will assess whether it has the resources to make an additional allowance to staff for uniform renewal. Where sufficient resources are available, the organisation will make an additional allowance of new uniform to staff at the discretion of the Director.

Staff uniforms remain the property of Millennium Farm Trust and upon leaving all items of uniform should be returned to the organisation.