

PUBLIC TRANSPORT CORPORATION

UNIFORM DRESS STANDARDS

The Corporation has continued to receive complaints from our Customers and members of the community regarding the unsatisfactory standard of dress and appearance of a minority of staff members, particularly tram conductors and tram drivers.

The following dress standards have been established policy for a number of years and are re-issued to ensure that the Corporation's standard is maintained.

I would appreciate it if all staff concerned would note the dress requirements and act accordingly - failure to maintain the required standard may result in the staff members from commencing duty or disciplinary action being taken.

If you require further clarification please contact your Depot Manager who will be pleased to assist.



Gregory Dower
MANAGER DEPOT OPERATIONS



JANUARY 92



MINIMUM DRESS STANDARDS

	<u>FEMALE STAFF</u>
SUMMER	<p>Corporation issued Dresses or Corporation issued Skirts and Shirts - Jumper and Jacket as required. (jumper with union logo may be substituted for Corporation issued jumper).</p> <p>Approved Shoes - BLACK and must be CLEAN</p> <p>Hats/Caps (optional) - Corporation issue.</p> <p>Stockings - Natural Colour, (fawn). Multi coloured stockings or socks are not permitted.</p>
WINTER	<p>Corporation issued Skirts, Shirt, Jacket and tie. Jumper, Castro Jackets and Corporation issued Rain-coats may be worn as required (jumper with Union Logo may be substituted for Corporation issued jumper).</p> <p>Skirts may be substituted with slacks.</p> <p>Approved Shoes - BLACK and must be CLEAN. black boots may be worn with slacks.</p> <p>BLACK BOOTS or ankle length boots are not permitted when wearing skirts.</p> <p>Hats/Caps - Corporation issue.</p> <p><u>UNIFORMS MUST BE CLEAN AND IN GOOD REPAIR AT ALL TIMES.</u></p>

APPEARANCE

HAIR

Must be clean and combed.

Excessive hair styles are not advised.

BADGES

As per Rule 18

"Drivers and Conductors, whilst in uniform, are not permitted to wear any Emblem, except a Returned Serviceman's Badge or Decoration, a St. John's Ambulance First-Aid Badge (if qualified to wear it) "Service Now" badge and the badge of the Australian Tramway and Motor Omnibus Employees Association, which if worn, must be worn on the coat lapel."

MINIMUM DRESS STANDARDS

	MALE STAFF
SUMMER	<p>Corporation issued Shirt, Trousers or Shorts, Tie, Jumper and Jacket as required (jumper with Union Logo may be substituted for Corporation issued jumper).</p> <p>Long Green Socks - MUST be worn with Shorts.</p> <p>Approved Shoes - BLACK and must be CLEAN.</p> <p>Hats/Caps (optional) - Corporation issue.</p>
WINTER	<p>Corporation issued Shirt, Tie, Jacket and/or Jumper. Trousers. Overcoat, Castro Jacket and Rain-coat may be worn as required. (jumper with union logo may be substituted for Corporation issued jumper).</p> <p>Approved Shoes - BLACK and must be CLEAN.</p> <p>Approved BLACK BOOTS are permitted and must be CLEAN.</p> <p>Hats/Caps - Corporation issue.</p> <p><u>UNIFORMS MUST BE CLEAN AND IN GOOD REPAIR AT ALL TIMES.</u></p>

APPEARANCE

BEARDS

Full, closely cut beards are permitted. However, they MUST BE FULLY GROWN DURING LEAVE.

Must be clean shaven otherwise.

HAIR

Must be clean and combed, where longer than shoulder length MUST be tied back.

Excessive hair styles are not advised.

BADGES

As per Rule 18

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