



DLRA Policy UNIFORMS

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Scope

This policy applies to all DLRA Staff and Volunteers participating in authorised and approved DLRA business and attending Committees/Conferences/Events/ Training on behalf of the DLRA.

Definitions

The following definitions apply to this policy:

Staff

A member of the executive committee or contractor of the DLRA

Volunteers

Unpaid/Honorary representatives engaged on authorised and approved DLRA business. This policy specifically applies to: Appointed Officials, Inspectors, DLRA Training Provider team members

Policy Objective

This Policy seeks to define the DLRA Corporate standards for uniforms, at a standard commensurate with the DLRA commercial profile and finite financial resources.

Policy Statement

The DLRA recognise the need for all DLRA Staff and Volunteers to maintain a uniformed and professional appearance which reflects the image of the organisation and has a significant impact on the way the DLRA are viewed by its Members and the general public.

Staff and Volunteers should always be dressed neatly and appropriately for the type of work they perform when engaged on authorised and approved DLRA business. Current uniforms must be worn when on official DLRA business and should be kept well maintained.

Under no circumstances is a superseded uniform to be worn when on official business. Every Staff member and Volunteer must adhere to this Uniform Policy and its procedures.

Uniforms will be supplied to Staff and Volunteers as listed below, however full responsibility for maintenance and cleanliness will remain with the wearer, including replacement of damaged uniforms.

The DLRA requires a high standard of acceptable behaviour, personal presentation and grooming whilst the uniform is worn.



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Uniform Entitlements

1 Staff

1.1 Uniform Items – New Operational Staff New Operational Staff are entitled to the following items for their first order as required by their role. Any subsequent order will be determined on a needs basis only. Every order must be approved by the President - Executive Committee.

Garment	Entitlement	Branding
Blue business shirts	2*	DLRA logo
Navy Pants	2	DLRA logo
Navy Polo	1*	DLRA logo
Navy Softshell Jacket	1	DLRA logo
Navy Softshell Vest	1	DLRA logo

*Operational Staff can choose whether to have two blue business shirts and one polo, or two polo's and one blue business shirt. Polo's may only be worn when working in the office, in a manual capacity or for informal meetings/conferences.

1.2 Uniform Items – New Office Staff

New Office Staff are entitled to the following items for their first order as required by their role. Any subsequent order will be determined on a needs basis only. Every order must be approved by the President - Executive Committee.

Garment	Entitlement	Branding
Blue business shirt	1	DLRA logo
Navy Polo	1	DLRA logo
Navy Softshell Jacket	1*	DLRA logo
Navy Softshell Vest	1*	DLRA logo

*Office Staff can choose whether to have the vest or the jacket.

1.3 Old uniform items

Staff may ONLY wear superseded uniform items when in the office. At NO time may superseded uniform items be worn at an Event or when on official DLRA business, nor can OLD uniform items be worn in conjunction with NEW uniform items.

2 Appointed Officials

2.1 Uniform Items – New Officials

Uniform items are issued to new Officials based on their Licence Level (as appropriate) as per the following items;

Level Garment	Entitlement	Branding
Gold White business shirt	2	DLRA logo
Silver White business shirt	1	DLRA logo
Bronze White business shirt	Available for purchase	DLRA logo

2.2 Uniform Items – New Appointed Officials

Uniform items are issued to new Appointed Officials based as per the following items;



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Level	Garment	Entitlement	Branding
All	Chambray blue shirt	2	DLRA logo
	Navy Softshell Jacket	1	DLRA logo
	Navy Softshell Vest	1	DLRA logo
	Navy Pants	2	DLRA logo

2.3 Uniform Items – Existing Inspectors and Appointed Officials

The appropriate uniforms will be reissued to existing Inspectors and Appointed Officials annually based on their Licence Level and continuation in the role as per follows;

2.4 Inspectors

Level	Garment	Entitlement	Branding
Gold	White business shirt	1	DLRA logo
Silver	White business shirt	Available for purchase	DLRA logo
Bronze	White business shirt	Available for purchase	DLRA logo

2.5 Appointed Officials

Level	Garment	Entitlement	Branding
All	Chambray blue shirt	1	DLRA logo

3 DLRA Training Provider Team

Uniform items are issued to members of the DLRA Regional Training Provider team as per the following items;

Garment	Entitlement	Branding
White business shirt	2	DLRA ITT logo
Navy blue polo	2	DLRA ITT logo
Navy blue pants	2	DLRA logo
Navy blue Softshell vest	1	DLRA logo

Ordering, Replacement or Exchange of Garments

1 Ordering Garments for New or Existing Staff Managers are to ensure that all uniform orders for new Operational Staff are ordered in the first week of appointment / employment through the DLRA Secretary using the Staff Uniform Order form available on the DLRA website. Uniform orders for new Office Staff will be filled at the completion of their three (3) month probation period, unless there is an operational requirement prior to this time in which case the request is to be approved by the appropriate Manager. All Office Staff orders are to be placed through the DLRA Secretary using the Staff Uniform Order form available on the DLRA website as above.

Any orders for existing Staff are to be approved by the President - Executive Committee on a needs basis only.

2 Ordering Garments for New or Existing Inspectors and Appointed Officials



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Please ensure that all uniform orders for new Inspectors or Appointed Officials are ordered through the DLRA Secretary upon appointment using the Uniform Order Form available on the DLRA website. Any orders for existing Inspectors or Appointed Officials are to be placed with the DLRA Secretary based on the above annual renewal entitlements using the Uniform Order Form.

3 Ordering Garments for DLRA Regional Training Provider Team members

Any orders for existing DLRA RTP members are to be approved by the President - Executive Committee on a needs basis only.

4 Additional Items for Purchase

Staff and Volunteers are permitted to purchase additional items if required. In all cases, the purchase price shall be equivalent to the amount paid by the DLRA to acquire the garment.

5 Optional Uniform Items

In addition to the items listed above, all Staff and Volunteers are able to purchase a DLRA branded navy rain jacket and cap. The purchase price shall be equivalent to the amount paid by the DLRA to acquire the garment.

Please contact the DLRA Secretary for pricing and placement of order for optional items.

6 Exchanges If garments do not fit correctly; please return them to the Secretary within 7 days of receipt for alternative sizes.

General Requirements

1 Behaviour Whilst in Uniform

All Staff and Volunteers are reminded that whilst in DLRA uniform they are ambassadors of the DLRA and they are asked to act in the best interest of the DLRA at all times, including all things reasonably necessary to assist the DLRA discharge its obligations. It is the responsibility of the individual to avoid any conduct that is likely to be detrimental to the relationship between the DLRA, the host ASN or themselves.

2 Consumption of Alcohol Whilst in Uniform

All Staff and Volunteers are advised that the consumption of alcohol whilst in uniform is strictly forbidden.

3 Appearance and Presentation

All Staff and Volunteers are expected to ensure that the uniform is kept clean and presentable at all times. Shirts should always be neat and ironed, and the uniform is to be replaced if it becomes faded, ripped or torn.

4 Non-uniform Apparel

If Staff and Volunteers are wearing DLRA branded business shirts and do not have the DLRA branded navy pants the wearer is entitled to wear the uniform shirt with either navy or black pants / skirts.



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The DLRA navy polo may be worn with black or navy pants/skirt or alternatively with neat jeans that are not torn or frayed.

Corporate Image

The DLRA has Corporate Identity Style Guides that defines the use of their logos.

The Corporate Identity Style Guides must be strictly adhered to when the logos are applied to elements of the uniform. Any logo that does not comply with the style guide of the organisation to which it belongs will be deemed unacceptable. The Style Guide covers positioning, colour and size of the logos.

A copy of the DLRA Corporate Identity Style Guide is available through the DLRA Secretary.

Policy Manager

President – Executive Committee

Vice President – Executive Committee

Policy Stakeholders

- All DLRA Staff
- All DLRA Volunteers



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Schedule 1 – Initial Uniform Allocation Matrix

	Business Shirt (blue)	Business Shirt (white)	Chambray Shirt (blue)	Navy Polo	Navy Pants	Navy Softshell Jacket	Navy Softshell Vest	Cap	Rain Jacket
Operational Staff	1 or 2	n/a	n/a	1 or 2	2	1	1	1	Available for purchase
Office Staff	1	n/a	n/a	1	n/a	1*	1*	Available for purchase	Available for purchase
Steward – Level 3	n/a	2	n/a	Available for purchase					
Steward – Level 2	n/a	1	n/a	Available for purchase					
Steward – Level 1	n/a	Available for purchase	n/a	Available for purchase					
Appointed Officials	n/a	n/a	2	n/a	2	1	1	1	Available for purchase
DLRA RTP member	n/a	2 (ITT logo)	n/a	2	2	Available for purchase	1	1	Available for purchase