

OAG Uniform Policy

POLICY NO: 32

Commencement Date	16 August 2018
Relevant Legislation/ Reference Document	FRCS Dress Code and Personal Appearance Policy January 2017
Review Date	The review date is 12 months after the commencement date and every three years after that.

POLICY STATEMENT

1 Intent

The Uniform Policy assists in the enhancement of the corporate image the Office of the Auditor General (OAG) presents to its clients, visitors and co-workers. When wearing the corporate uniform, staff are representing the OAG and should at all times act in a professional manner that promotes a positive image of the Office.

2 Scope

This Policy applies to all employees of the OAG. The OAG expects all its employees to maintain standards of dress and personal appearance while at work which are appropriate to their roles.

3 Objective(s)

This Policy defines appropriate dress standards and includes an outline of the corporate uniform requirements, how the uniform will be worn, subsidizations, and addressing non-compliance with the policy.

4 Definitions and Acronyms

Policy Maker: Auditor-General

Management: Executive Management Committee

5 Supporting Documents/References

Fiji Revenue and Customs Services Dress Code and Personal Appearance Policy January 2017

6 Keywords

Corporate uniform

7 Supporting Procedures and Guidelines

RESPONSIBILITIES	
Implementation	The Corporate Services Division is responsible for implementing the policy.
Compliance	All staff are responsible for complying with the policy.
Monitoring and Evaluation	The Corporate Services Division is responsible for monitoring and evaluating the policy.
Development and/or Review	The Corporate Services division will be responsible for reviewing the policy.
Interpretation and Advice	The Deputy Auditor-General is responsible for interpreting and advice on the policy.



ANNEXURE 1

1.0 Definitions

Corporate uniforms will include:

- i. a dress or a combination of skirt or pants with short/three quarter/long sleeved blouse for female staff;
- ii. a combination of trousers or suluvakataga with short or long sleeved shirts for male staff;
- iii. blazers/coats for both female and male staff; and
- iv. corporate bula wear of either a dress, blouse, and shirt

2.0 Dress Standards

OAG employees are expected to dress to a standard that is appropriate to their roles, the business environment, and in line with the expectations of the OAG Corporate Dress Code Policy.

Managers will discuss these standards with employees from time to time, recognising that what is appropriate in one situation or at one time will not necessarily be appropriate at others.

As a general rule, the choice of clothing and footwear must be consistent with an employee's working environment. It should not pose a safety or health risk to another employee or to others, or attract undue attention or distract others.

Hats and other head coverings should not be worn while an employee is working, unless required in accordance with genuine religious beliefs or cultural traditions.

Unacceptable business attire include t-shirts, tank tops, tube tops or halter neck tops, tights, athletic wear, denim jeans, sports shoes or flip flops, workout clothes or shoes, and evening wear.

3.0 Corporate Uniform

All OAG employees are required to wear the OAG's corporate uniform at all times while undertaking their duties.

The corporate uniform must be worn during official working hours from Monday to Thursday. The uniforms must be worn in the sets prescribed. The uniform must not be worn with any other unofficial forms of clothing, or after hours, and in inappropriate places such as night clubs.

The Bula Uniform will only be worn on Fridays or on occasions as advised by Management.

Shirts are to be worn neatly tucked in for all male officers while female officers have an option to either tuck in their blouses or leave it out neatly.

Considerations for any variations to the above must be in writing and will only be considered in exceptional circumstances at the discretion of the Deputy Auditor General in consultation with the Manager Corporate Services, as the manager responsible for the Uniform Policy.

4.0 Subsidisation of costs

The OAG will subsidise fifty percent (50%) of the costs of 3 sets of uniform, the blazer/coat, and bula wear.

Staff wishing to purchase additional items from the approved Corporate range may do so at their own cost.

5.0 Personal Appearance

Employees are expected to be well presented, clean and well groomed while at work. A manager may require an employee to remove jewellery and body decorations which are a possible safety hazard. An exemption may be made for jewellery and other decorations which are worn for genuine reasons of ethnicity, culture or religious beliefs and are not considered a health and safety risk by OAG.

Personal grooming should take into account personal safety.

Inappropriate tattoos and other body decorations are not to be visible when employees are at work.

6.0 Addressing non compliance

Managers or supervisors should speak to any employee whose dress or personal appearance is not appropriate for work or work related activities, for example, when on training where clothing other than uniform is permitted, or after hours when attending conferences. Employees must be informed that repeated disregard for the Policy or dress code violations may result in disciplinary action. In extreme cases, the employee may be required to change clothes or appearance at their own cost.

2 Review

This policy will be reviewed 12 months after implementation and every 3 years after that.

3 Who to Contact About this Policy

Any queries is directed to Deputy Auditor-General.

10 Approval

The Uniform Policy becomes effective on the date approved by the Executive Management Committee.

11 Revision/Change Log

Version 1.0	
Policy endorsed by:	Executive Management Committee
Policy approved by:	Auditor-General
Policy effective from:	16 August 2018
Policy to be reviewed by:	16 August 2019
Policy prepared by:	Uniform Committee
Manager responsible for policy:	Manager Corporate Services/Uniform Committee