



Okehampton Town Council

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Uniform Policy for Employees

Okehampton Town Council provides uniform in the form of sweatshirts and polo shirts or T-shirts, with the council crest thereon, for its park and caretaking staff. In addition, the parks staff are provided with two types of coat obtained from Keela.

All employees are provided with the personal protective equipment (PPE) necessary for them to safely carry out their roles.

Permission to replace or purchase new items must be obtained from the Town Clerk. Employees provided with clothing may request the following in any one financial year; 1st April to 31st March.

<u>Item of Uniform</u>	<u>Max. No in a Financial Year</u>
Sweatshirts	3
Polo or T-shirts	5

PPE appropriate to the work being undertaken will be provided to employees upon approval of the Town Clerk.

Work boots up to the value of £80 +VAT as required and appropriate to the work in hand will be provided by the Council on the approval and discretion of the Town Clerk.

In exceptional circumstances, with the permission of the Town Clerk, additional items may be provided, ie in the event that boots have split or clothing has torn.

Parks and caretaking employees will wear Council issued sweatshirts/polo or t-shirts at all times unless undertaking duties for which other clothing is more suitable, for example, painting. Name badges will be provided to be worn by office based members of staff when on duty.

All other employees and persons carrying out voluntary roles must wear smart clothing suited to the task being undertaken and in line with health and safety regulations.

Employees who are issued with items of clothing with the council crest thereon may be able to claim VAT relief for the cleaning of them. Details can be found at <https://www.gov.uk/tax-relief-for-employees/uniforms-work-clothing-and-tools>