

**Staff Uniform**

The purpose of this process is to clearly define how LSV full time and casual staff as well as Licensees should organise their uniform and present themselves during the delivery and assessment of all LSV training courses. It also provides an overview of how LSV uniform will be ordered for the different staff operating under the LSV Commercial Training banner.

LSV uniform should be worn during all LSV and licensee training courses (pursuant to the applicable contracts / agreement). The dress standard of LSV staff and Licensees is important to ensure the consistent and professional presentation of the LSV brand and image when liaising and working with customers, volunteer, other agencies, governmental departments and the general public. Staff will dress in task appropriate uniform.

Uniforms shall be maintained in a clean and reasonable standard. LSV staff will be issued with a staff uniform as outlined in this policy upon commencement of employment. LSV staff members are required to wear the appropriate Life Saving Victoria provided PPE uniform items, as outlined in the LSV Occupational Health and Safety policies.

**Casual Trainers:** All casual trainers will be issued an LSV Uniforms Requisition Form as part of their induction pack. The returned forms will be signed by a Training Coordinator and submitted to the Logistics department for issue. Included in the request will be t-shirt x2 and an LSV vest x1.

**Full Time Staff:** All full time trainers will be issued an LSV Uniforms Requisition Form as part of their induction pack. Forms will be signed by the Team Leader and submitted to the Logistics department for issue. Included in the request will be t-shirt x2 and an LSV vest x1. LSV Uniforms will be refreshed on a periodical basis. Individual uniform items will be replaced on an as needs basis as determined by wear and tear on the garment and signed off by Manager

**Licensees:** Licensees will be required to purchase LSV uniform through the Client Services team. The uniform must include as a minimum LSV t-shirts. Other standards of presentation (as above) apply.

Ordering Uniform (new staff)	Purchasing additional uniform
Complete and return a 'Trainer Uniform Order Form' <i>Do not complete the credit card section</i>	Complete and return a 'Trainer Uniform Order Form' <i>Including the credit card section</i>
Training Services will complete a 'Internal Requisition Form' and pass to Logistics	Training Services will pass to Client Services who will process the order and invoice accordingly
Logistics will process and send out the uniform and adjust stock levels accordingly	