

<b>STAFF</b>	<b>Uniform Provision</b>
<b>Responsibility of</b>	<b>All Board Members &amp; Staff</b>
<b>Objective</b>	To ensure that existing and newly appointed staff and members of the Board are provided with sufficient apparel that has the Riverina Winegrape Growers logo on it.
<b>Procedures</b>	<p><b>New Staff</b></p> <ol style="list-style-type: none"> <li>1. Following a 3 month probationary period newly appointed staff will be provided with the following uniform (plus the cost of the logo).                     <ul style="list-style-type: none"> <li>2 x long sleeve shirts – price not to exceed \$100 per item + GST</li> <li>2 x polo shirts – price not to exceed \$50 per item + GST</li> <li>1 x jumper (fleece or woollen) – price not exceed \$110 + GST</li> </ul> </li> </ol> <p><b>Existing Staff</b></p> <ol style="list-style-type: none"> <li>1. The Board approves the annual purchase of the following for existing staff members (including the cost of the logo).                     <ul style="list-style-type: none"> <li>2 x shirts or suitable tops – price not to exceed \$100 per item + GST</li> </ul> </li> <li>2. The Board approves the bi-annual purchase of the following for existing staff members (including the cost of the logo).                     <ul style="list-style-type: none"> <li>1 x jumper (fleece or woollen) – price not to exceed \$110 + GST</li> </ul> </li> </ol> <p><b>Board Members</b></p> <ol style="list-style-type: none"> <li>1. The Board approves the annual purchase of the following for members of the Board (plus the cost of the logo).                     <ul style="list-style-type: none"> <li>2 x shirts or suitable tops shirts – price not to exceed \$100 per item + GST</li> </ul> </li> <li>2. The Board approves the purchase of the following for a term of office.                     <ul style="list-style-type: none"> <li>1 x jumper (fleece or woollen) – price not to exceed \$110 + GST</li> </ul> </li> </ol>
<b>Board Expectations</b>	<ul style="list-style-type: none"> <li>• That staff and members of the Board are suitably attired when in the performance of their work and representative duties</li> <li>• That work uniforms are cared for and maintained to appropriate levels</li> <li>• That the Board does not waste grower funds inappropriately.</li> </ul>
<b>Document Control</b>	<ul style="list-style-type: none"> <li>• Document Approved Nov 2016</li> <li>• Document reviewed Feb 2019 and increased allowance for the shirts provided to \$200 per annum</li> <li>• Approved Dec 2019</li> </ul>