



Policy

Clothing

January 2025



Introduction

At Wheels for All, we are committed to ensuring that all members of staff and volunteers are equipped with high-quality clothing that reflects our values and keeps them comfortable when representing the charity. This policy outlines the provision of clothing, the expectations for its use, and guidelines for its care and replenishment.

Clothing Provision

Staff: All staff members will be provided with the following clothing items as part of their induction process:

- Polo shirts
- Waterproof coats (outer layer)
- Sun hats
- Winter hats

Volunteers: Volunteers will be asked to order their clothing items during the volunteering onboarding process, their order will then be submitted after completing three sessions with Wheels for All:

- Polo shirts
- Waterproof jackets (outer layer)
- Sun hats
- Winter hats

Please note: Hi-viz jackets, waterproof jackets and trousers will be available at Wheels for All hubs for occasional volunteers and visitors.

Clothing Use

- The clothing provided must be worn whenever staff or volunteers represent Wheels for All at public events or when attending activities and events run by the charity.
- It is the responsibility of each team member to ensure their clothing is kept clean, presentable, and in good condition.

Ownership

- Clothing provided by Wheels for All will remain the property of Wheels for All.
- The charity may request the staff member, or volunteer to return the clothing to Wheels for All when they stop working for the charity.

Lost, Damaged, or Stolen Clothing

- **Lost or stolen items:** If an item of clothing is lost or stolen, the individual must notify their manager as soon as possible. A replacement will be provided, but the charity may limit the number of free replacements which will be reviewed on a case-by-case basis by management.
- **Damaged items:** If clothing becomes damaged through regular use, it can be replaced. The individual should report the damage to their manager to arrange for a replacement.

Replenishment

- Staff and volunteers will be eligible for clothing replenishment every two years if required, or sooner if deemed necessary due to wear and tear.

Any requests for additional or replacement items outside of this replenishment cycle will be reviewed on a case-by-case basis by management.

Non-Return of Uniforms

- In the event of failure to return the uniform to Wheels for All, the charity may seek to recover the cost of the uniform from the team member.

If you have any questions related to this policy, please email your enquiry to hello@wheelsforall.org.uk.