

LIBRARY

Department of Biodiversity,
Conservation and Attractions

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Please read this message from the department

- Thank you for wearing our uniform. Please wear it proudly and correctly.
- Your uniform must be worn according to DBCA Policy Statement 13 'Staff Uniforms'. **This means you are not allowed to mix approved DBCA uniform and personal clothing.** For example:
 - o uniform branded shirts cannot be worn with personal khaki pants or jeans
 - o you cannot wear your favourite personal hat with the uniform – only wear approved DBCA headwear when wearing the uniform.

Uniform care and customer service

- Follow the care instructions on the labels.
- Keep your uniform neat and tidy.
- Your uniform consignment from Adelphi Apparel includes an itemised packing slip that is consistent with the items ordered and dispatched using the the order form you signed when placing the order or at the time of your fitting, and which was subsequently approved by your manager.

Please note only those items dispatched to you will appear on the packing slip. Information on any back-ordered item(s) will be in the invoice sent to your cost centre or with Adelphi Apparel.

- If you have any concerns about the uniform items that have been delivered to you, please contact the Adelphi Apparel customer service team within **14 days** on **9249 2477** or email jessica@adelphiapparel.com.au