

1. Objective of Policy

The objective of this Policy is to define Motorsport Australia's corporate standards for those representing Motorsport Australia in a professional capacity and outline entitlements to uniform items and procedures for ordering uniforms.

2. Scope of Policy

This Policy applies to CAMS Directors, management, staff and the following volunteer officials: Appointed Officials, Stewards, Certified and Accredited Testing Officials (CATO) and Course Presenters.

3. Definitions

Capitalised terms used in this Policy have the following meanings unless stated otherwise:

- (a) **Appointed Officials** include Appointed Officials Coaches, Race Directors, Series Stewards, Development Stewards and Technical Delegates where they have been appointed to their role or selected by Motorsport Australia.
- (b) **Motorsport Australia** means the Confederation of Australian Motor Sport Ltd. trading as Motorsport Australia and all subsidiaries and related entities.

4. Policy Statement

- (a) Motorsport Australia recognises the need to maintain a uniformed and professional appearance which reflects the image of the organisation and has a significant impact on the way Motorsport Australia is viewed by its members and the general public.
- (b) Individuals wearing uniforms should be dressed neatly and appropriately for the type of work performed when engaged on authorised and approved Motorsport Australia business. Current uniforms must be worn on official Motorsport Australia business and should be kept well maintained.
- (c) Uniforms will be supplied as listed below, however full responsibility for maintenance and cleanliness will remain with the recipient, including replacement of damaged uniforms.
- (d) Motorsport Australia requires a high standard of acceptable behaviour, personal presentation and grooming whilst the uniform is worn.

5. Uniform Entitlements

5.1 Employees

- (a) All employees are required to wear the latest Motorsport Australia uniform when on official Motorsport Australia business or at an event, particularly

international, large-scale events. Old uniform items should not be worn in conjunction with new uniform items.

- (b) All employees are entitled to the following items for their first order as required by their role. Any subsequent order will be determined on a needs basis only and approved by the relevant manager.

Garment	Entitlement	Branding
White business shirts	1	Motorsport Australia/ FIA logo
Navy Polo	1	Motorsport Australia / FIA logo
Navy Softshell Jacket	1	Motorsport Australia / FIA logo
Navy Softshell Vest	1	Motorsport Australia / FIA logo
Cap	1	Motorsport Australia / FIA logo

5.2 Stewards and Appointed Officials

- (a) New Stewards will be issued with the following items by the Officials Coordinator, based on their License Level;

Level	Garment	Entitlement	Branding
Gold	White business shirt	1 or 2	Motorsport Australia / FIA logo
Silver	White business shirt	1	Motorsport Australia / FIA logo
Bronze	White business shirt	Available to purchase	Motorsport Australia / FIA logo

- (b) A name badge will be issued to Stewards when they reach the level of Bronze Steward.
- (c) New Appointed Officials will be issued with the following items;

Level	Garment	Entitlement	Branding
All	White business shirt	2	Motorsport Australia / FIA logo
	Navy Softshell Jacket	1	Motorsport Australia / FIA logo
	Navy Softshell Vest	1	Motorsport Australia / FIA logo
	Navy Pants	2	Motorsport Australia / FIA logo
	Navy Polo	1*	Motorsport Australia / FIA logo
	Cap	1	Motorsport Australia logo

**Technical Delegates may opt to receive their shirt allocation in Polos rather than white business shirts*

- (d) Existing Stewards and Appointed Officials will be reissued to the following items based on their License Level and continuation in the role:

(i) Uniform Items – Stewards

Level	Garment	Entitlement	Branding
Gold	White business shirt	1	Motorsport Australia / FIA logo
Silver	White business shirt	Available to purchase	Motorsport Australia / FIA logo
Bronze	White business shirt	Available to purchase	Motorsport Australia / FIA logo

(ii) Uniform Items – Appointed Officials

Level	Garment	Entitlement	Branding
All	White business Shirt*	1 or 2	Motorsport Australia / FIA logo

*Can choose whether to have either the Shirt, Polo or Pant.

6. Ordering, Replacement or Exchange of Garments

6.1 Ordering Garments for New or Existing Employees

Managers are to ensure that all uniform orders for new employees are ordered in the first week of appointment/employment or within their three (3) month probationary period. All orders are to be placed through the Commercial team/Merchandise Coordinator using the Staff Uniform Order form available on the Intranet or via email to loren.hazelwood@cams.com.au.

6.2 Ordering Garments for New or Existing Stewards and Appointed Officials

- (a) All orders are to be made through the e-store available on the Motorsport Australia website.
- (b) Orders for Stewards name badges must be via the order form available on the Motorsport Australia website:

<https://www.cams.com.au/membership/officials/resources>.

6.3 Additional Items for Purchase

Additional items may be purchased if required. In all cases, the purchase price shall be equivalent to the amount paid by Motorsport Australia to acquire the garment.

6.4 Exchanges

If garments do not fit correctly, they are to be returned to the Motorsport Australia Merchandise Coordinator within 7 days of receipt for alternative sizes.

7. General Requirements

7.1 Behaviour Whilst in Uniform

Any individual wearing a Motorsport Australia uniform is an ambassador of Motorsport Australia and motorsport and must always act in the best interests of Motorsport Australia, including all things reasonably necessary to assist Motorsport Australia discharge its obligations. It is their responsibility to avoid any conduct that is likely to be detrimental to the relationship between the Motorsport Australia, the FIA and any of their stakeholders.

7.2 Consumption of Alcohol Whilst in Uniform

- (a) The consumption of alcohol whilst in uniform is strictly forbidden while on active duty.
- (b) Please refer to the Drug and Alcohol Policy for further information.

7.3 Appearance and Presentation

Uniforms are expected to always be kept clean and presentable. Shirts should always be neat and ironed, and the uniform is to be replaced if it becomes faded, ripped or torn.

7.4 Non-Uniform Apparel

- (a) If Motorsport Australia branded business shirts are worn without the Motorsport Australia/FIA branded navy pants, black or navy pants or a skirt are acceptable alternatives.
- (b) The Motorsport Australia navy polo may be worn with black or navy pants/skirt or alternatively with neat jeans that are not torn or frayed.

8. Corporate Image

- (a) Motorsport Australia and the FIA each have Brand Identity Style Guides that defines the use of their logos.
- (b) The Corporate Identity Style Guides must be strictly adhered to when the logos are applied to elements of the uniform. Any logo that does not comply with the style guide of the organisation to which it belongs will be deemed unacceptable. The Style Guide covers positioning, colour and size of the logos.
- (c) A copy of the Motorsport Australia Brand Identity Style Guide is available through the Motorsport Australia' Media department.
- (d) The unauthorised use of the Motorsport Australia logo is not permitted. This includes attaching the logo to clothing or apparel not supplied by Motorsport Australia.

9. Implications for Non-Adherence

Any breach of this Policy may result in disciplinary action being taken by Motorsport Australia. Disciplinary action may include but not be limited to suspension of duties

or obligations or termination of employment or other arrangements with Motorsport Australia.

10. Related Rules, Policies or Procedures

Drug and Alcohol Policy

11. General

- (a) The Policy Manager is the Merchandise Coordinator to whom any questions in relation to this Policy should be directed.
- (b) This Policy was approved in June 2016 and will be reviewed every two (2) years if not sooner.

Policy Creation Date	June, 2016
Policy Review Date	August, 2019
Policy Review Date	January, 2020
Policy Review Date	

Schedule 1 – Initial Uniform Allocation Matrix

	Business Shirt (white)	Navy Polo	Navy Pants	Navy Softshell Jacket	Navy Softshell Vest	Cap	Rain Jacket
Employees	1	1	0	1	1	1	Available for purchase
Steward Gold	1 or 2	Available for purchase	Available for purchase	Available for purchase	Available for purchase	Available for purchase	Available for purchase
Steward Silver	1	Available for purchase	Available for purchase	Available for purchase	Available for purchase	Available for purchase	Available for purchase
Steward Bronze	Available for purchase	Available for purchase	Available for purchase	Available for purchase	Available for purchase	Available for purchase	Available for purchase
Appointed Officials	1 or 2**	1**	2**	1	1	1	Available for purchase

****You can choose whether to have either the Shirt, Polo or Pant.**