

## 16.14 UNIFORMS

### Uniform and Uniform Allowances

#### Present Position

- 16.14.1 Uniforms are granted to eligible officers mainly for exercising authority or identification purposes; because of tradition or international etiquette; and where the nature of duties causes a rapid wear and tear of clothing.
- 16.14.2 Officers of Disciplined and Semi-Disciplined forces as well as some other organisations are entitled to the free issue of items of uniforms yearly due to their specificity and the need for compliance with international norms and requirements.
- 16.14.3 Certain other categories of employee benefit from cash allowances (including cardigan every alternate year) for the purchase of all items of uniforms and for payment of tailoring fees due to the nature of their duties.
- 16.14.4 Beneficiaries of Uniform Allowances are classified under three categories based on the nature of the duties performed. The categorisation of grades currently entitled to uniforms is vested upon the Responsible Officer. The latter in consultation with parties determines which grades should fall in a particular category. The three categories are described as hereunder:

Category	Description
I	Nature of duties warrants a means of identification/authority and eligible officers are required to wear uniforms on duty.
II	Nature of duties requires eligible officers to wear uniforms, as and when the need arises.
III	Nature of duties causes excessive wear and tear of clothing. Officers under this category are eligible for a rapid wear and tear allowance.

- 16.14.5 Eligible officers on the establishment of the Rodrigues Regional Assembly benefit from an additional allowance apart from the cash allowances paid for normal entitlement due to the working environment, specificity and topography of the island.
- 16.14.6 Moreover, eligible officers who are appointed on a probationary or on a temporary/casual capacity also benefit from uniform allowance after having served for an initial period of six months.

16.14.7 At present, the revised quantum of uniform allowances for each category of beneficiaries (excluding an allowance of Rs 955 for the provision of cardigan to eligible officers) as from 01 January 2021 is as per the table below. In arriving at the quantum of different uniform allowances and Wear and Tear allowance, the Bureau has taken into account the increase in the costs of items of uniform for the period January to December 2020, as determined by Statistics Mauritius.

<b>Uniforms Allowances – effective from 01 January 2021</b>		
<b>Category</b>	<b>Allowance excluding Cardigan</b>	<b>Additional Allowances (Rodrigues)</b>
<b>I</b>	<b>4955</b>	<b>1595</b>
<b>II</b>	<b>4640</b>	<b>1505</b>
<b>III</b>	<b>4495</b>	<b>1465</b>

**16.14.8 In this Report, we are upholding the existing provisions for the determination of payment of uniform allowances and eligibility criteria as hereunder:**

- (i) the quantum of uniform allowance for subsequent years should continue to be adjusted on the basis of the changes in the prices of all relevant items of uniform as determined by Statistics Mauritius for the preceding year and also considering whether cardigans are due in the year or not;**
- (ii) the Standing Committee on Uniforms chaired by the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR) and comprising representatives of the Ministry of Finance, Economic Planning and Development and the Pay Research Bureau, should continue to determine the eligibility for the grant of uniforms to new grades, decide on the provision of boots and new items of protective clothing and equipment, and devise such regulations or principles that may be necessary to deal with the issue of uniforms; and**
- (iii) where it is considered that officers in a new grade or in a grade other than those already eligible, should wear uniform to exercise authority or on the grounds of tradition and/or international etiquette, the Responsible Officer should seek the approval from the Standing Committee on Uniforms. Subsequently, the Responsible Officer should arrange for timely supply of all items of uniforms to such eligible officers in a cost-effective manner.**

**Protective Clothing/Protective Equipment**

- 16.14.9 **Protective Clothing/Protective Equipment** are provided to eligible officers who are exposed to potential occupational health and safety risks in their workplaces.
- 16.14.10 The Standing Committee on Uniforms determines the eligibility of protective item/equipment to be granted to eligible officers on the basis of the recommendations of the assessment exercise carried out by the officers of the Occupational Safety and Health Unit of the MPSAIR.
- 16.14.11 According to the Occupational Safety and Health Act, where any process carried out at a place of work is likely to cause bodily injury and such bodily injury cannot be prevented by other means, an employer is required to provide suitable and appropriate personal protective equipment and clothing so as to protect the employee from the risk of injury. Compliance with the law includes:
- taking into account the ergonomic requirements and the state of health of the eligible officers who are required to wear the personal protective equipment;
  - ensuring that the personal protective equipment is capable to fit the wearer correctly;
  - ensuring that the risk to which the eligible officers are exposed to, is effectively prevented or adequately controlled; and
  - maintaining or replacing when required, any personal protective equipment provided to any person at work.

**Recommendation 1**

**16.14.12 We recommend that the above measures should be taken into account while providing personal protective items to eligible employees including those in the Workmen's Group.**

**16.14.13 We further recommend that:**

- (i) the MPSAIR in consultation with relevant Ministries/Departments/Organisations should, on the advice tendered by officers of the Safety and Health Unit, decide on the provision of boots and new/additional items of protective clothing/equipment to eligible officers/new grades;**
- (ii) cases which cannot be resolved at the level of the MPSAIR should be dealt with by the Standing Committee on Uniforms;**
- (iii) officers whose nature of work requires the wearing of items of protective clothing and equipment should, promptly, be provided with such items, that are of quality and suitable to protect themselves from the exposed health and safety hazards;**

- (iv) **Responsible Officers should continue to make necessary arrangements for the timely issue of appropriate items of protective clothing/equipment to eligible officers who should wear/use them; and**
- (v) **every item of personal protective clothing/equipment should satisfy the basic safety and health requirements applicable to its respective class or type of personal protective equipment and comply with such standards as may be acceptable by the Mauritius Standards Bureau.**

### **Protective Clothing/Item to Temporary/Casual Staff**

#### **Recommendation 2**

##### **16.14.14 We also recommend that:**

- (i) **where the nature of work of casual/temporary employees warrants the wearing of protective clothing/item to protect them from bodily injury, Supervising Officers should ensure that the protective clothing/item is as specified at paragraph 16.14.13(v) above and is issued promptly from date of assumption of duty of incumbent; and**
- (ii) **eligible officers, appointed on a probationary or on a temporary/casual basis, should continue to be entitled to the payment of uniform allowance after having served for an initial period of six months.**

### **Internal Audit System on wearing of uniform**

16.14.15 In this Report, no further change is being brought to the existing procedures laid down in case of non-compliance by eligible officers who have to wear uniforms while on duty or protective clothing/item during the performance of their duties as enumerated, hereunder:

- (a) **the eligible officer concerned should be verbally cautioned for failing in his undertaking to wear uniforms/protective clothing/protective item;**
- (b) **in case of further non-compliance, the attention of the eligible officer concerned should be drawn in writing to this effect. The officer should equally be requested to abide, within a prescribed delay, by the undertaking which he has normally signed prior to the payment of the uniform allowance, failing which he may be liable to disciplinary action; and**
- (c) **in the event the officer still fails to abide by the written instructions within the given delay, payment of the uniform allowance should be stopped/withdrawn and the eligible officer concerned should, in such circumstance, be required to furnish written explanations following which appropriate action may be taken, as deemed necessary, by Management.**

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