



UNIFORM POLICY

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| Policy Objective | The purpose of this policy is to establish general guidelines for volunteers who wear St. John Ambulance uniforms for delivering program-specific community services. |
| Policy Statement | It is the policy of St. John Ambulance that all Community Services volunteers are expected to wear an approved uniform for the Community Services program that they deliver. |
| Effective Date | April 2006 |
| Applies To | All Community Services volunteers affiliated with St. John Ambulance |

Policy Context

All St. John Ambulance's (SJA) Community Services volunteers are entitled, and expected, to wear an approved uniform. While this uniform will differ depending upon the community service provided (e.g. Youth service, Medical First Response service, Therapy Dog service), commonality is achieved through the appropriate use of dress, insignia, and the SJA name and logo.

Nationally, provincially/territorially, and within local communities, the uniform publicly identifies each volunteer, and group of volunteers, as individuals who are trained to recognize and respond to specific community needs. Thus, the uniform provides the public with a sense of reassurance and allows trust to be placed upon those who wear it.

The uniform also readily identifies, both to the public and to those within the organization, volunteers who hold specific training or qualifications.

For the individual Community Services volunteer, the uniform provides a sense of identity, common purpose, belonging, and accomplishment.

Policy Requirements

1. Where applicable, volunteers who represent SJA at community service activities must wear an approved SJA uniform.
2. Volunteers must ensure that their personal uniforms are well maintained and meet all guidelines for wearing the SJA uniform.



3. Volunteers 18 years of age and older must wear and display the nationally-approved identification badge issued by SJA at all Community Services activities.

For information on ID Badge design/pattern, please reference the *Corporate Graphics Standards Manual*.

Responsibilities/Accountabilities

The National Office is responsible for:

- acting in an advisory and support role to Provincial/Territorial Offices on uniform-related matters; and,
- maintaining national insignia, decorations and badges for purchase and/or use by Councils.

The Provincial/Territorial Offices are responsible for:

- establishing uniform-related standards for use in Community Services programs; and,
- acting in an advisory and support role for local SJA offices and units with respect to uniform related standards, and procurement.

The local SJA Offices are responsible for:

- acting in an advisory and support role for local SJA units.

Guidelines for Wearing the St. John Ambulance Uniform

Who May Wear a St. John Ambulance Uniform?

1. The following individuals are entitled to wear SJA Community Services uniform:
 - those individuals who are qualified and authorized to perform SJA Community Services activities.
2. Specific provincial/territorial standards may be implemented to outline:
 - which uniform parts the individual is responsible for supplying,
 - the conditions under which new uniforms or uniform parts may be issued (e.g. uniform life expectancy, budgetary issues, probationary periods, types of services performed, etc.),
 - the style of uniform to be issued to volunteers.

Formal Dress Uniform

1. SJA has a visual identity that is based on the modern functions performed by its volunteers at various levels. Some remnants of the former para-military identity may be retained for formal or ceremonial purposes where they are found to be useful and



pertinent. Such formal dress should be consistent—regardless of the type of community service(s) provided—and the design/pattern must be approved by Provincial/Territorial Council in consultation with the National Office. The National Office and/or Provincial/Territorial Council may authorize retired uniformed Community Services members or other persons deemed appropriate to wear the formal dress uniform.

2. Occasions where it may be appropriate to wear the formal dress uniform include:
 - formal ceremonies, parades, functions
 - state ceremonies,
 - in attendance on, or as escort to, Royal and Vice-Regal personages,
 - religious services, church parades, funerals, weddings,
 - awards ceremonies or inspections,
 - investitures (Order of St. John or other recognized and approved Orders),
 - Remembrance Day services or ceremonies
 - levees,
 - as an SJA representative at a military function,
 - other occasions as directed.

Working Dress Uniform

1. The work uniform is worn by Community Services volunteers in the day-to-day provision of community services.
2. Provincial/Territorial Councils are responsible for clearly defining the standards in consultation with the National Office which outline the design and occasions for wear of the work uniform within their respective jurisdiction. Commonality of design and wear must be maintained on a provincial/territorial basis.
3. Specific work uniforms may be developed for each category of community service or, likewise, for specific needs within each category of community service.
4. When designing work uniform standards, considerations must include:
 - appropriateness in relation to the type of service and activities being undertaken;
 - public image and perception; and,
 - the safety, comfort and dignity of the individual volunteer.

Uniform-related Safety

1. For any SJA activity, personal safety must always be considered. volunteers should wear suitable, high visibility garments, safety footwear, and protective clothing



appropriate to the task they are undertaking as authorized by the Provincial/Territorial Council.

Orders, Decorations, Insignia and Badges

1. Authorized insignia of Orders, decorations, insignia and badges may be worn on those occasions when it is deemed appropriate and with the approval of the Unit Supervisor.
2. Only those insignia authorized by the Provincial/Territorial Council may be worn on the SJA uniform.
3. While designating rank has been a tradition within St. John Ambulance Community Services, it is at the discretion of the Provincial/Territorial Council as to whether rank designation or other means of identifying members and leaders may be added or substituted, provided that consistency is maintained on a provincial/territorial basis.

Personal Appearance

1. The deportment and appearance of all volunteers in uniform shall, on all occasions, reflect credit on the individual and on SJA.
2. Volunteers in uniform shall carry themselves in a manner which projects a positive appearance. Behaviour such as chewing gum, slouching, placing hands in pockets, and smoking in public are strongly discouraged.
3. Volunteers in uniform shall be well-groomed. This includes, but is not limited to, the following:
 - wearing clean, well fitting, unwrinkled uniforms,
 - displaying personal cleanliness and hygiene,
 - having hair neatly groomed and styled,
 - wearing a minimal amount of scented products, makeup, and jewellery.

References

Corporate Graphics Standards Manual

Policy Review

This policy will be reviewed at a minimum every three years and as required.