



## **National Terms of Reference – Uniform Trial New Maternity Wear (Polo Shirt Maternity Top)**

### **Introduction**

Royal Mail and the Communication Workers Union are working together in developing key business policies, mutual interest solutions and a new culture, which is at the core of the commitments contained in our national agreements, including the Guiding Principles of Employment Security and Mutual Interest Approach to Future Challenges and Opportunities.

As part of this approach Royal Mail and CWU are jointly committed to ensuring that uniform remains fit for purpose, and that Royal Mail will continue to monitor and review the performance of garments and footwear, and work with the CWU in the development and improvement of uniform items.

### **Background**

Over the past number of months discussions have been held on the need to review and seek to improve the current maternity wear range available within Royal Mail. As a result of these discussions a small working group was established, including CWU representatives, in order to consider options on a new Maternity Top.

As a result of this the working group have now identified a new Polo Shirt Maternity Top suitable for trial within Royal Mail. The selected Polo Shirt Maternity Top is part of a range of maternity wear items developed by the National Childbirth Association and Dimensions Royal Mail uniform supplier and is based a lighter fabric of 200gsm. (The current Polo Shirt fabric is 250gsm.)

### **Scope of Trial**

Due to the required nature of the trial, the new Polo Shirt Maternity Top will be trialled in line with applications for maternity wear by employees. It is understood that the trial will be limited in numbers and for a 5 week period, with a joint review in February. (The trial period for the new Polo Shirt Maternity Top is shorter than the normal 3 months due to the required lead time needed with the supplier to move the uniform item from concept to deployment with the aim being to have the new Polo Shirt Maternity Top available by August 2019, subject to trial feedback.)

Those employees which volunteer to participate in the trial will be issued 2 of the new Polo Shirt Maternity Top (based on a 'first come-first served' basis) and subject to size availability but will still retain their full maternity wear allocation.

### **Involvement and Feedback**

Royal Mail & the CWU nationally commit to jointly working together to bring about the successful introduction of uniform improvements. The role of local managers, CWU representatives (including H&S reps) and employees will be vital to the success and evaluation of any trials and subsequent deployment activity. They will be fully involved at each site to enable feedback on the trial activity.

All individuals involved in the trial will be asked for feedback on an agreed feedback form (which can be supplemented with informal one to one discussion if requested by the employee concerned). The feedback forms will be collated, information gathered, evaluated and summarised into the final trial report, which will be shared with the CWU nationally.

### **Trial Aims, Objectives and Success Criteria**

The trial evaluation process for the Lighter Polo Shirt will fully consider the following criteria:

- Fit for purpose and practicality for the different roles performed within RM
- Comfort
- Durability
- How the garment performs through frequent washing cycles

Subject to the trial feedback and review, both parties acknowledge that there is an approximate 6 months lead time from trial to any national rollout of the new Polo Shirt Maternity Top.

**Review**

These nationally agreed terms of reference will be formally reviewed in February 2019 by RM and CWU taking full account of all experiences and the feedback gathered.

Both Royal Mail and the CWU confirm that any changes following the review of this trial or any wider roll out will not be introduced without further joint discussion and national agreement.

Any questions regarding the interpretation, implementation or application of this agreement shall be referred to the respective signatories for resolution.

Signed by



Alan Webb  
Royal Mail

Date: December 2018

Signed by



Mark Baulch  
CWU