



Title: Use of Uncle Bobs Club Logo, Branding and Uniform Policy
Section: Organisational

Written by: Sarah Meney

Policy Statement

UBC wishes to be presented as a modern and professional volunteer based organisation. The display of the UBC logo and branding, as well as the use of UBC uniforms, advertises the organisation and associates the organisation with individuals who are using them.

Purpose and Scope

This policy aims to ensure that UBC is presented as a modern and professional volunteer based organisation by regulating the use of the UBC logo, branding and uniform.

Definitions

UBC: The Uncle Bobs Club

State Committee: Directors of Uncle Bobs Club

Policy

UBC members, volunteers and staff are welcome to use the UBC logo, branding and uniform whenever they are representing the organisation. Before producing any new format of communication, members, volunteers and staff are required to submit the communication to State Committee to be approved. All events are to be overseen by a branch or group of UBC. Branches and Groups are required to advise head office of any events with at least one months' notice, so that they can be supported as required. Any member, volunteer or staff member using the UBC logo, branding or uniform must act in a manner that is respectful, courteous and in line with UBC's Code of Conduct. They must also present themselves in a clean and tidy fashion.

Disciplinary Procedures

If any volunteer, staff, member or director, is found to be in breach of this policy, they will face disciplinary action. This action will be determined by State Committee, or if it is deemed necessary, a specially formed committee. Actions taken by UBC may vary from a written warning, up to termination of employment or cessation of engagement with the organisation. There will also be full cooperation with the relevant legal authorities.

Charter of Human Rights Compliance

It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights & Responsibilities Act 2006.

Review

This policy and related procedures will be reviewed every three years, unless changed circumstances require earlier review.

Associated Policies, Procedures and Other Documents

- Code of Conduct

References

- N/A

Policy Name: Use of Uncle Bobs Club Logo, Branding and Uniform Policy

Responsible Director: State Secretary

Functional Area: Organisational

Date adopted: 24th January 2019

Review Date: 24th January 2022

Review History

Date	Review Details	Action

USE OF UBC LOGO, BRANDING AND UNIFORM POLICY

I confirm I have read and understood the Use of UBC Logo, Branding & Uniform Policy

Staff Signature Date

Print Name