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CWU Conference – Royal Mail Assets Team and Dimensions Stand – Launch of New Royal Mail/CWU Clothing/Footwear 'Z-Card/Pocket Card' on Clothing/Footwear Ordering & Re-Ordering:

**To: All Postal Branches
All Conference Delegates
All Regional H&S Forums
All RMG ASRs**

Dear Colleagues,

The Royal Mail Asset Supply Chain Team and Dimensions, the Royal Mail Group uniform supplier will be available to answer uniform, protective clothing, footwear, safety footwear, ordering and re-ordering related questions on a Stand at CWU Conference this year and Conference Delegates, in particular Health and Safety Reps who have been raising issues at FFG and Regional Health and Safety Forum Meetings are invited to visit the stand to meet and discuss issues with Sam Dixon, Royal Mail National Uniform & Print Manager and Emily Doherty Dimensions Accounts Administrator.

The Stand will be showcasing a number of new product initiatives and trial items, providing guidance on any uniform/clothing/footwear related issues and demonstrating the brand new uniform ordering website.

Feedback and suggestions are welcome and on the stand there will be "feedback/suggestion forms" for Conference Delegates to complete if they wish to do so.

The CWU Health, Safety & Environment Department has been working with Royal Mail Assets to improve Safety through improvements to the footwear and clothing range and in doing so want to continue to get more members wearing officially supplied footwear in particular, through a new improved footwear range in order to help reduce slips, trips and falls accidents.

As Area Health and Safety Reps will know from previous update reports, the Health, Safety & Environment Department proposed the introduction of a new Members 'Pocket Card/Z-Card' simple guide on how to order, re-order and replace items. I'm pleased to report that Royal Mail Assets accepted our proposal and worked jointly on the design of the Z-Card which will be launched at CWU Conference on the Stand. Please see attached pdf file 'proof' copy of the new Z-Card for your information. The Z-Card design follows previous Z-Cards designed jointly between Royal Mail and the Health, Safety & Environment Department on Sun Safety, Time To Talk, Feeling First Class/Healthy Minds Matter etc.

The content of the new Z-Card covers the following sections:

- How much uniform/clothing/footwear can be ordered.
- How to place an order.
- How to return items no longer required.

There will be 2000 Z-Cards available to hand out from the stand at CWU Conference, and again feedback is invited on the Cards which will be reviewed along with comments from the Health, Safety & Environment Department and Postal Department which deals with standard uniform clothing items and the Uniform Agreement and any further suggested changes or improvements can be considered, regarding design and the text. However it's designed to be pretty straightforward and follows the existing processes. Both ourselves and Royal Mail Assets and Dimensions are hopeful the front line CWU members will like the Z-Card and find it useful, and it will encourage them to self-serve themselves with orders and understand the system and process. Following Conference, the plan is for Royal Mail to order a bulk print run of the Z-Cards to send out to all front line Royal Mail staff after any final changes.

Royal Mail uniform policies and processes can be found on the Assets intranet pages at the following link:-

<https://intranet.royalmailgroup.com/OperationsModernisation/Pages/uniformoverview.aspx>

Yours sincerely



Dave Joyce
National Health, Safety & Environment Officer