



# Otago Peninsula Biodiversity Trust: Personal Protective Equipment Allowance Policy

This policy outlines the Otago Peninsula Biodiversity Trust Personal Protective Equipment (PPE) allowance that is provided annually to operational staff. Each staff member will be paid a lump sum of \$300 each year to assist them with purchasing PPE/clothing to be used for work purposes.

Appropriate uses for the allowance include purchasing work boots, wet weather gear and warm field clothing. Staff have a choice as to exactly how the money will be spent but all PPE will be inspected at the monthly gear audit. Work boots must be up to an acceptable standard for staff to be allowed into the field; for example, they must have adequate tread, ankle support and water resistance. Given the challenging terrain and underfoot conditions that are encountered by staff on the Otago Peninsula, it is imperative that staff have appropriate footwear.

Repayment of this allowance to OPBT may be requested if staff leave employment before 90 days of work have been completed after their engagement; this may be reflected in the final pay of the staff member, at the discretion of the OPBT Treasurer.

Adopted by Otago Peninsula Trust Board: October 2022