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Our Ref: C11/18

Royal Mail Footwear - Alternative Footwear Reimbursement Process - Medical/Health Reasons:

To: All Branches

Dear Colleagues,

See attached for the assistance of Branches and Health and Safety Reps the current Royal Mail Footwear - Alternative Footwear Reimbursement Process for those members who have an identified Medical/Health problem which as a result they can't wear standard Royal Mail footwear.

In these circumstances the individual provides the line manager with supporting evidence of the medical reasons by way of a letter from a GP, Podiatrist, Chiropodist etc., following which the Business will pay any reasonable costs incurred up to a Maximum of £30 once the evidence has been reviewed and authorisation given by the RMG National Uniform Manager. Once authorised, footwear can be purchased in line with RMG Policy.

The minimum standards which must be applied with special authorised purchased footwear in this way are: - Colour: Black and Style: a formal lace up with a heel. The sole must have adequate grip properties. If it is PPE Footwear it must be 'CE' marked. The Manager will check the suitability once alternatives have been identified and selected. The member then purchases the alternative footwear and claims the £30 via PSP. (See flow-chart attached).

Yours sincerely



Dave Joyce
National Health, Safety & Environment Officer