

 HUMAN RESOURCES POLICIES	Section #	Policy #
	I	5
	Approval Date:	Revision Date: Dec 2004
Title:	DRESS CODE	
Applies To:	All Employees	

POLICY STATEMENT:

The Region expects employees to observe a standard of grooming and dress that projects a professional appearance consistent with their job duties.

OPERATING DETAILS:

Each Department Head will set standards of dress and grooming that are appropriate for the various positions in their department. Such standards must:

1. be consistent with job duties;
2. reflect a professional attitude; and
3. convey respect for those to whom the employee provides service

LIMITATIONS:

Appropriate business attire must be worn by employees required to attend meetings of Standing Committees, Regional Council, and other public meetings. This applies in all circumstances, including Casual Days.

Jewellery, including facial jewellery, may be worn at work provided the following conditions are met:

1. No safety or health hazard is created by wearing the jewellery.
2. Wearing the jewellery does not interfere in any way with the employee's job duties, or inhibit effective communication with clients or the public.
3. The jewellery worn is not excessive, does not incorporate offensive symbols, and is acceptable attire for the employee's workplace.

EXCEPTIONS:

During the period from Victoria Day to Labour Day, and at the sole discretion of Department Heads, dress standards may be modified to suit climatic conditions.

Individual Department Heads may also relax dress standards to meet special circumstances in their departments such as office moves, etc.

The dress code may be relaxed for Regionally sanctioned Casual Days, such as *United Way Casual Day*, provided employees have made the required donation and are wearing the identifying sticker. On such occasions, appropriate casual wear will be determined according to the general standards set out in this policy or by special arrangement authorized by the Department Head.

Exceptions to this dress code will also be permitted on an individual basis where accommodation of an employee is required under the Ontario Human Rights Code.

Where the terms of a collective agreement differ from this policy, the collective agreement will apply.

SEE ALSO:

- Accommodation of Special Needs (III-17)
- Applicable Collective Agreement
- Provision of Clothing (III-12)
- Soliciting and Canvassing (I-21)

FOR FURTHER INFORMATION PLEASE CONTACT:

- Director, Talent Management & Employee Services
Human Resources and Citizen Service