

## The Township of South Algonquin Dress Code Policy

### 1.0 Policy

Employees of the Township of South Algonquin (“the Township”) are expected to adhere to standards of dress and appearance that are compatible with an effective working environment and respectful of the community we serve. Employees, who display grooming habits, wear apparel or display tattoo(s) which are disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which may endanger the health and safety of themselves or others, is prohibited. A copy of this policy will be provided to employees upon hiring.

### 2.0 Purpose

The purpose of this policy is to ensure that the staff members are dressed appropriately, respectfully and safely for the jobs they are employed to perform.

### 3.0 Clothing

Employees should wear clothing appropriate to the tasks that are inherent to their job assignments and must be dressed in a manner that is suitable for both the job and weather conditions. All clothing must be clean and in good repair.

Staff members represent the Township of South Algonquin during all scheduled hours of work and must dress accordingly.

Examples of clothing that are reflective of this policy include:

- **Shorts:** Only longer length walking shorts are acceptable. Short and/or tight fitting, clinging shorts and exercise apparel are not appropriate work wear.
- **Skirts and dresses:** Knee length or longer skirts are acceptable.
- **Pants:** Casual pants, dress pants or jeans may be worn. Low rise pants which reveal undergarments, jogging pants, exercise pants leisure pants are inappropriate for the workplace.
- **Tops:** Collared shirts and t-shirts in good repair are acceptable in the workplace. Examples of inappropriate tops include muscle shirts, tube tops, spaghetti straps tops, belly baring tops, tops with low cut necklines and see through tops. T-shirts and tops bearing controversial logos, messages or pictures may not be worn by employees while on duty.

### 4.0 Footwear

Works Department Employees must wear CSA approved footwear. Office staff when required to work outside of their normal working environment must wear appropriate footwear.

## 5.0 Jewellery

Employees may not wear watches, rings, chains, bracelets, visible body piercing jewellery or earrings that present a safety hazard to themselves or to others. The Township of South Algonquin will not be responsible to replace or to repair damaged or lost jewellery.

## 6.0 Personal Protective Equipment

Employees must wear, use and properly maintain personal protective equipment as required by the *Occupational Health and Safety Act*, its Regulations, all Township of South Algonquin Health & Safety Policies, and as directed by their supervisor.

## 7.0 Consequences

Consequences will result if an employee's apparel or appearance is such that:

- it constitutes a threat to the health or safety of others in the workplace,
- it distracts the attention of other employees from their work, or
- it is otherwise in contravention of any part of this dress code policy.

Where a staff member reports to work wearing inappropriate attire or projecting an inappropriate appearance, the manager will provide a warning to the individual that they are expected to change their apparel or appearance. At the time of the initial warning and for the remainder of the scheduled shift, the extent and the mechanism of change required will be directed by the manager.

Should a member of staff report for work on a second occasion, dressed inappropriately, he or she may be asked to go home and to change into appropriate attire. The time off of working hours required to return home to change into appropriate clothing will be deducted from the employee's accumulated overtime, stat time or from his or her regular hours of work and it will be noted in his or her supervision file.

Repeated failure to comply with this policy will result in progressive disciplinary action, up to and including termination.

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(Employee Signature)

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(Date)