


# POLICY

|   |               |   |                |                 |
|---|---------------|---|----------------|-----------------|
|  | Policy:       | <b>PROFESSIONAL DRESS FOR NON-UNIFORMED EMPLOYEES</b> |                |                 |
|   | Department:   | Office of the CAO                                     |                |                 |
|   | Division:     | Human Resources                                       | By-Law No.:    | 2015-116        |
|   | Prepared For: | Michelle Rose   | Approval Date: | October 5, 2015 |
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## 1. POLICY STATEMENT

- 1.1. The Town of Amherstburg will maintain a high level of employee professionalism in both behavior and dress.

## 2. PURPOSE

- 2.1. This policy establishes a professional dress code for all non-uniformed employees.
- 2.2. This policy reflects current practices in business and allows employees flexibility and comfort in the selection of appropriate work attire.
- 2.3. This policy ensures that common sense and prudence is expected of all employees of the Town when at work.
  - 2.3.1. For some employees, it may be appropriate to be dressed in traditional business attire on a regular basis.

## 3. SCOPE

- 3.1. This policy applies to all employees, except for those who are required to wear uniforms or other specific attire as directed by their work unit.
- 3.2. This policy applies to all non-uniformed employees, regardless if they meet with external customers or contacts.

- 3.3. All non-uniformed employees of the Town are required to dress in professional business attire.
- 3.4. This policy shall be reviewed every two years from the date it becomes effective, and/or sooner at the discretion of the CAO.

#### 4. **DEFINITIONS**

- 4.1. **Casual Day** is an approved designated day where employees may dress more casually than typically expected.
- 4.2. **Chief Administrative Officer (CAO)** is the Chief Administrative Officer for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 229 of the *Municipal Act, 2001*.
- 4.3. **Clerk** is the Municipal Clerk for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 228 of the *Municipal Act, 2001*.
- 4.4. **Council** refers to the current elected Council for the Corporation of the Town of Amherstburg. This includes, in its entirety, the Mayor, Deputy Mayor and five (5) Councillors.
- 4.5. **Director** is the person responsible for direction and operational control of a division as defined on the Town's organizational structure.
- 4.6. **Employee or Staff** is any person (or group thereof) who supplies services to the Corporation for wages including any union or non-union, regular or temporary, full-time, part-time, seasonal or casual staff member, including but not limited to permanent staff, temporary staff, committee members, students, recreation staff, contract employees, paid work placements, and adult crossing guards.
- 4.7. **Manager** reports directly to a Director (or the CAO in some instances) and who is responsible for a department within a division of the Corporation, as defined on the Town's organizational structure.
- 4.8. **Senior Management Team (SMT)** is comprised of the Chief Administrative Officer and the Directors. If a Director is unavailable, a delegate may be assigned.
- 4.9. **Town** is the Corporation of the Town of Amherstburg.

#### 5. **INTERPRETATIONS**

- 5.1. Any reference to this Policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

## 6. GENERAL CONDITIONS

### 6.1. Professional Dress Code

6.1.1. Clothing that is considered in any of the following conditions is not acceptable for work attire and is not permitted:

- 6.1.1.1. Too revealing;
- 6.1.1.2. Tight fitting;
- 6.1.1.3. In need of cleaning;
- 6.1.1.4. In need of mending.

6.1.2. Clothing must not contain any image or wording that would be considered offensive, discriminatory, or in poor taste.

6.1.3. Daily work schedules must be kept in mind so that attire for all daily functions is deemed appropriate.

6.1.4. Employees attending a Council meeting are expected to wear more formal business attire.

6.1.5. Where employees meet with external customers or contacts, more formal business attire may be appropriate.

6.1.6. Professional business attire must be:

- 6.1.6.1. Appropriate.
- 6.1.6.2. Clean.
- 6.1.6.3. Tasteful.
- 6.1.6.4. In conformance with both local safety and corporate safety standards.

6.1.7. Professional dress is not to be disruptive to office operations or productivity.

### 6.1.8. Acceptable Professional Business Attire

6.1.8.1. Acceptable professional business attire includes:

- a. Blazers / sport coats
- b. Suits
- c. Dress pants, Dockers, khakis, or capri pants
- d. Dresses or skirts that are just above, or at knee length, or longer
- e. Collared shirts or blouses
- f. Turtlenecks, tops, and sweaters
- g. Dress shoes, dress sandals, and loafers
- h. Appropriate ethno cultural business attire (i.e. saris, headscarves, turbans, etc.)
- i. Appropriate business attire to accommodate a disability or medical condition

### 6.1.9. **Unacceptable Attire**

6.1.9.1. The following clothing is unacceptable at any time, including casual days:

- a. Form fitting, stretch clothing
- b. Made of such materials as, but not limited to: spandex, lycra, etc.
- c. Sweat pants, sweat suits, or other athletic clothing
- d. Tank tops, halter tops, low cut tops, crop tops, or tube tops
- e. Low-cut trousers, designed to be revealing
- f. Mini-skirts or mini-dresses
- g. Flip flops or running shoes

### 6.1.10. **Conditionally Acceptable Clothing**

6.1.10.1. The following clothing is acceptable in office settings only on designated casual days:

- a. Jeans
- b. Dress shorts

6.1.10.2. For non-uniformed employees who are required to work outside, perform routine physical indoor work, work in a recreational setting, work in the elements, or whose duties may require them to work in an environment that is unclean (around equipment, in storage rooms, on work sites, etc.) the following work attire may be permitted with written authorization from their direct Supervisor:

- a. Jeans or work pants
- b. Hats or caps
- c. Shorts that are just above or at knee length
- d. Sport shoes or work boots
- e. Instructional sportswear and footwear

## 6.2. **Casual Days**

6.2.1. Casual Days may be designated where employees may dress more casually than is normally anticipated, in keeping with the professional dress code contained in this policy.

6.2.2. Casual days are designed at the discretion of the Human Resources Department in consultation with the CAO.

6.2.3. Employees required to wear uniforms shall not participate in Casual Days.

6.2.4. Casual days may be designated for special occasions, holidays, as fundraising events for charities, or any other purpose as deemed appropriate by the Human Resources Department.

## 7. SANCTIONS

- 7.1. Employees found to be dressed in a manner contradictory to the Professional Dress Code defined in this policy will be directed to go home and change into appropriate attire before returning to work.
- 7.2. Employees sent home to change as a result of non-compliance to this policy are expected to return home and change into new attire in a reasonable amount of time to return to work on corporate time.
- 7.3. Employees returning to work after being sent home to change attire will be instructed on this policy and provided a copy.
- 7.4. The Manager of Human Resources will follow the appropriate discipline process as outlined in the Collective Agreement for any infractions affecting union personnel.
- 7.5. Repeat offenses of the professional dress code will be dealt with in accordance to the Town's discipline policy.

## 8. RESPONSIBILITIES

- 8.1. The **CAO** has the authority and responsibility to:
  - 8.1.1. Consult with the Human Resources Department regarding the designation of casual days.
- 8.2. The **Human Resources Department** has the authority and responsibility to:
  - 8.2.1. Designate casual days as appropriate, in consultation with the CAO.
  - 8.2.2. Ensure and enforce compliance to this policy in accordance to this policy and the current Collective Agreement.
  - 8.2.3. Review this policy every two years or sooner, as required.
- 8.3. **Managers and Supervisors** have the authority and responsibility to:
  - 8.3.1. Instruct employees who have contravened this policy to return home, change into appropriate attire, and return to work.
  - 8.3.2. Report to the Human Resources Department any infractions to this policy.

8.4. **Non-Uniformed Employees** have the responsibility to:

8.4.1. Make appropriate clothing choices while attending work that are in compliance with this policy.

## 9. **REFERENCES AND RELATED DOCUMENTS**

- 9.1. Current IBEW Collective Agreements
- 9.2. Town of Amherstburg Discipline Policy