

Sample STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 5.10.ON
Section:	Employee Relations	Issued:	Dec. 16, 2019
Subject:	DRESS CODE	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	NEW
Issued by:	Community Resource Centre	Issued:	

1 POLICY

1.01 All employees of the **Community Resource Centre** are expected to dress and act in a manner that projects a positive image of the organization to clients, co-workers and the public.

1.02 Employees are expected to present a clean and neat appearance at all times.

2 PURPOSE

2.01 The purpose of this policy is to ensure a professional business atmosphere is maintained in order to project the best possible image of and pride in the **Community Resource Centre**.

3 SCOPE

3.01 This policy applies to all employees who may come into personal contact with customers, suppliers or members of the public while performing their job duties.

4 RESPONSIBILITY

4.01 Supervisors are responsible for:

- (a) ensuring employees are familiar with the dress code and for counselling employees with respect to the dress code;
- (b) responding to complaints from employees regarding the dress code and its application;
- (c) ensuring the dress code meets safety requirements in their departments; and
- (d) ensuring employee needs under the *Human Rights Code* (Ontario) are reasonably accommodated, where possible.

4.02 Employees are responsible for:

- (a) adhering to the dress code and presenting themselves in a professional manner;
- (b) discussing any issues regarding the dress code with their supervisors. This includes providing their Supervisors with enough information to verify any needs for accommodation under the dress code and specifying what, if any, accommodation is required; and
- (c) participating and cooperating in the accommodation process.

5 DEFINITIONS

5.01 "**Business professional attire**" includes clothing suitable for an office environment, and does not include jeans, t-shirts with logos, sweatshirts, shorts, loose footwear, ripped or torn clothing, spandex clothing or anything else which does not reflect a positive business image.

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5.02 “**Business casual attire**” includes jeans, casual walking shorts, casual pants, golf shirts and casual shoes, but must remain tasteful and business-like. It does not include tank tops, t-shirts with logos, ripped or torn clothing.

5.03 “**Gender expression**” is how a person publicly presents their gender. This can include behaviour and outward appearance such as dress, hair, make-up, body language and voice. A person’s chosen name and pronoun are also common ways of expressing gender.

5.04 “**Gender identity**” is each person’s internal and individual experience of gender. It is a person’s sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person’s gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally different from a person’s sexual orientation.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Human Rights Code (Ontario)

Occupational Health and Safety Act (Ontario)

SPP HR 2.01.ON — Employment Principles

SPP HR 5.04.ON — Accommodation on the Basis of Disability

SPP HR 5.05.ON — Conduct and Behaviour

SPP HR 5.06.ON — Discipline

SPP HR 5.09.ON — Religious Accommodation

SPP HR 5.20.ON — Accommodation on the Basis of Gender Expression or Gender Identity

7 PROCEDURE

7.01 Employees who interact with clients or the general public will be given a copy of the dress code policy and any subsequent changes to the policy.

7.02 New employees will have the policy explained during orientation.

7.03 Employees requiring accommodation related to a prohibited ground of discrimination under the *Human Rights Code (Ontario)* or other reasons should request accommodation and discuss their requirements with their supervisors.

7.04 Minor breaches of the policy will be addressed with verbal counselling. Further violations will be addressed with written warnings. Serious breaches of the policy will require the employee to correct the situation by changing their clothing. Any time away from work for this purpose shall be without pay unless, at the written request of the employee, the use of vacation pay or other time credits is authorized.