

POLICY

Employees of the County of Elgin are expected to maintain a professional business appearance while on duty. All employees will dress in a manner that is neat, clean, moderate and non-controversial.

PURPOSE

- To present a professional appearance, readily recognizable to all guests of County services
- To reduce the risk of injury/harm to co-workers, visitors and residents
- To provide the utmost customer service in comfort and safety

PROCEDURE

- The manner in which staff present themselves to the public is a reflection of the professionalism the organization strives to maintain. Discretion is the key. If in doubt as to what is acceptable, please consult with your Department Manager.
- It is Manager's discretion to vary the guidelines of this policy.

General Guidelines:

- Staff must be immaculate in personal cleanliness and hygiene.
- Jewelry selected should be appropriate and functional for the work setting. Jewelry will be worn in moderation. No body piercing, other than those in the earlobes will be visible to the public.
- Shoes must provide safe and secure footing and offer protection against potential workplace hazards. Shoes must reflect a proper business appearance. Colour and type of shoes (safety toe, etc.) may be determined by department policy.
- Hair, including facial hair (i.e. beard), is to be kept clean and groomed.
- Fingernails are to be kept to a functional and professional length.
- For the comfort of all guests and co-workers, use of perfumes, colognes or other obvious fragrances should be kept to a minimum while in the workplace.

- All personal protective equipment required for the safe completion of any task must be utilized as directed.
- Examples of appropriate attire include:
 - Men: shirt and tie with co-ordinating slacks
shirt with co-ordinating slacks
sweater with co-ordinating slacks
golf shirt with co-ordinating slacks
blazer and co-ordinating slacks with shirt and tie
suit with shirt and tie
health care apparel (homes for seniors)
 - Women: blouse with co-ordinating skirt or pants
sweater with co-ordinating dress, skirt or pants
skirt lengths no shorter than 3" above the middle of the knee cap
conservative business style dress
blazer with co-ordinating dress, skirt or pants
skirt or pant suit
golf shirt with co-ordinating slacks
business style shorts with co-ordinating jacket/blouse
health care apparel (homes for seniors)
- Examples of NON-appropriate attire include: jeans, track (sweat) pants, shorts, casual t-shirts (graphics, sayings, etc.), casual tank tops, halter tops, spandex, leggings, clothing of a tight and/or revealing nature, running shoes (unless authorized by the Department Manager), beach sandals, sun dresses
- If employees have questions regarding appropriate appearance or attire, they should consult with their Department Manager immediately.

Enforcement:

Enforcement of the dress code policy will be maintained by the Department Manager and/or his/her designate. Supervisors may, with approval of their Department Manager, send individuals home to change, without pay, if their on-duty appearance violates the County of Elgin's Dress Code Policy. Mileage expenses will not be covered.

Homes Summer Dress Code Policy:

It is the intent of the County of Elgin to allow it's employees in Elgin Manor, Terrace Lodge and Bobier Villa to be provided the opportunity to wear attire that may afford some relief to the hot and humid weather.

Summer Period Guidelines:

- The summer dress code will begin no earlier than May 15 and end no later than September 15 of each year.
- The Director of Homes will post, each year, during the first week in May, the scheduled dates for the beginning and end of the summer dress code policy.
- The Director of Homes will post, each year, during the first week in May, any guidelines he/she deems appropriate regarding acceptable summer dress.

Casual Friday – All Departments

It is the intent of the County to support the United Way campaign as well as County sanctioned charities (i.e. Homes Building Fund, Residents' Council) through the voluntary participation of employees in casual dress Fridays.

Employees that chose to donate, on a bi-weekly basis through payroll deductions, to the County supported fundraising campaigns may dress in a more casual nature each Friday. (Appropriate business attire must be worn if meeting with individuals from outside of the organization for County related business).

Appropriate attire for casual Fridays includes all general guidelines as outlined above. Jeans (blue or coloured) may be worn on casual Friday's. Although attire may be more casual than regular business attire, a professional appearance is expected at all times. Ripped, stained and/or dirty clothing is unacceptable. Apparel with unprofessional pictures and/or wording is not appropriate.

Safety equipment must be worn at all times where required.

If employees have questions regarding appropriate appearance or attire for Casual Friday, they should consult with their Department Manager immediately.

County of Elgin

Section: **2**

Human Resources Policy Manual

Subject: **Dress Code**

Code - **A**

Policy Number: **2.20**

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Clarifications:

- Casual t-shirts – usually cotton material, logos, graphics, sayings, loose fitting – would choose to wear on the weekend
- Casual tank top – usually cotton material, logos, graphics, sayings, loose fitting, thin (undershirt) – would choose to wear on the weekend
- Sun dress – sleeveless (spaghetti straps), loose fitting, usually cotton blend, lightweight
- Beach sandals – flip flops, thong sandals, sport sandals