



Policy Type: Human Resources

Policy #: HR-200-10

Approved by Council on: June 25, 2018

Human Resources – Dress Code

Policy

The Town of Prescott is committed to establishing a professional/business casual dress code which allows our employees to work comfortably in the workplace yet still project a professional image for Council, residents, customers, potential employees, and community visitors.

The key point to sustaining professional/business casual work attire is to use common sense, good judgment, and applying a dress practice that is conducive to our business environment.

To assure compliance with the requirements of the Occupational Health and Safety Act Section 28(1)(b) of that Act states, “the employee will use or wear the equipment or clothing that the employer requires to be worn.” Further, the ‘so-called general clause’ Section 25(2)(h) of the Act requires the employer to “take every precaution reasonable under the circumstances for the protection of the worker.”

The Town is committed to providing and maintaining a safe healthy workplace environment by requiring employees to wear specific uniforms and/or safety apparel appropriate to duties assigned to their position. More specifically, this applies to the Public Works, Parks, and Recreation, and Water and Wastewater employees up to and including the Director of those departments.

Objective

To provide direction to employees as to a dress code that projects a neat, professional and safety conscious manner appropriate to duties assigned to their position.

Procedure

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

Employees representing the Town at Council or a committee meeting should dress in business attire.



Policy Type:
Policy #:

Human Resources
HR-200-10

Approved by Council on:

Human Resources – Dress Code – Continued

Fridays are designated as 'Casual Day'. In the spirit of flexibility, keep in mind that business reasons (public meeting, outside meeting) may dictate that formal business attire or business-casual attire be worn on Casual Day.

The Town will take an employee's religion, ethnicity, or disability into consideration as it pertains to personal dress and/or grooming.

Clothing bearing offensive language or logos that are, or could be seen by others, as profane, racist, sexist, or discriminatory in nature are not permitted.

If an item of clothing is deemed to be inappropriate by the employee's supervisor, Department Heads, or the CAO, the employee may be sent home to change clothes or will be asked not to wear the inappropriate item to work again.

Scent Free Awareness

Support in limiting or eliminating the use of scented personal care products whenever possible at your work site, and meetings, is helpful to all employees and the public. Choose unscented alternatives that are available when possible. By making these choices, you will contribute to promoting health and wellness for all staff and the public.