

<i>The Town of Fort Frances</i>	SECTION
	HUMAN RESOURCES
<u>DRESS CODE</u>	NEW: May 1992
<u>POLICY</u>	REVISED: December 1999, December 2006, May 2012
Resolution No. 606 (consent) 05/12	Supercedes Resolution No. 005 (Consent) 01/07
Policy Number 3.17	PAGE 1 of 2

1. POLICY STATEMENT

Clothing wear shall be neat, clean and presentable when dealing with the public as each department manager determines unless specified in this policy.

2. EFFECTIVE DATE

This policy comes into effect in May 2012 and cancels and supercedes all previous dress code policies.

3. DRESS DOWN FRIDAYS

- A. Individual Divisions may declare Fridays (or the last working day of the week) as 'dress down Fridays'. This will permit staff to wear jeans on this day.
- B. In conjunction with this, individual departments shall choose a charity of their choice (or equivalent) in which donations shall be made on a regular basis. The individual departments will determine amounts for donations.
- C. These casual clothes must be presentable i.e. no tears, rips, stains, mid-riffs, profanity, or vulgar pictures – keeping in mind that this is a public office requiring a certain level of decorum.

4. CIVIC CENTRE DRESS CODE

- A. The Town's objective in establishing a business casual dress code is to allow our employees to work comfortably in the workplace with the goal of projecting a professional image for customers.
- B. Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yardwork, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. To further clarify, specific examples of clothing that is not appropriate may include (but not limited) to the following:

- Inappropriate pants include: sweatpants, exercise pants, above the knee shorts / skirts, overalls, and spandex or other form fitting pants such as people wear for biking.
- Inappropriate tops include: short shirts, tops that are too revealing, tops that have words, terms or pictures that may be offensive, tops with skinny straps, tops with large logos, and sweatshirts
- Inappropriate footwear includes flip flops (flip flops that are twistable, flexible, and have no heel) and running shoes
- Head gear (toques, hats)
- Sweaters (not sweatshirts / fleece) should be worn in the event an employee becomes chilly at work.
- Sunglasses (including sitting on the top of an employee's head)

- C. Some exceptions to these guidelines may be made in the event of accommodating a religious or medical situation (eg pregnancy, the wearing of casts / slings, etc.). Hooded sweatshirts, logos, and running shoes are also acceptable on dress down Fridays.
- D. No dress code can cover all contingencies so employees must exert a certain amount of judgement in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or the Human Resources Manager.
- E. If the clothing fails to meet these guidelines as determined by the employee's supervisor, the employee may be asked not to wear the inappropriate item to work again. If the problem persists, disciplinary action may be taken.

5. DRESS CODE FOR COMMITTEE OF THE WHOLE AND COUNCIL MEETINGS

- A. Committee members and staff shall be attired in no less than 'smart casual' wear (collared shirts and no jeans).
- B. The meeting chair may, if so requested, seek a majority opinion of Committee members present to determine any wear requiring a determination.
- C. Due consideration will be made for special and emergency meetings when advance notice for proper attire may not be possible.
- D. This policy as written does permit individuals to wear formal wear e.g. suit and tie as a personal choice.