

# Town of Truro – Policy & Procedure Manual

**Subject:** Dress Code Policy  
**Policy Number:** P100-013  
**Approval Date:** August 21, 2006  
**Departments:** All Departments

## **1.0 OBJECTIVE**

To establish expectations for acceptable dress, advise course of action for non-compliance of dress standards, and provide direction for the implementation and review of the dress codes, for all Town of Truro employees.

It is our belief that acceptable dress fosters an atmosphere of professionalism and respect. The intent of this policy reinforces that belief.

## **2.0 PURPOSE**

- 2.1 To present a professional, businesslike and identifiable appearance for residents of and visitors to the Town;
- 2.2 To promote a positive and safe working environment and limit distractions caused by inappropriate dress.

## **3.0 POLICY**

- 3.1 It is the policy of the Town of Truro that each employee's dress, grooming, personal hygiene, and safety shall be appropriate to the work situation.
- 3.2 Employees are expected, at all times, to present a professional and businesslike image to customers, the public and visitors to the Town;
- 3.3 Final determination of acceptable dress will be the Chief Administrative Officer and/or designate.
- 3.4 The following principles shall govern standards of employee dress and grooming:
  - (a) Respect for the rights and dignity of others;
  - (b) Cleanliness, and;
  - (c) Safety of persons and property.

## 4.0 DRESS CODES

- 4.1 Office staff and any employees who regularly interact with the public must comply with the following personal appearance standards:
- (a) Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive attire such as strapless, backless, and/or halter tops; jeans and jean-style corduroy pants; athletic clothing such as jogging pants/shorts, baseball hats and any other similar items of casual attire that do not present a businesslike appearance;
  - (b) Body piercing (other than earrings) should not be visible;
  - (c) Tattoos, if visible, should not be offensive, inappropriate, or offend another person;
  - (d) Employees shall comply with any safety regulations or policies.
- 4.2 Where circumstances require, office staff may dress according to the activities being conducted on a particular day, at their work site, i.e. field work.
- 4.3 Employees who primarily work outside during the summer months and who regularly interact with the public, i.e. canteen, pool, and day camp staff may dress according to the activities being conducted. Employees are expected to be as neat and businesslike as working conditions permit and follow applicable safety regulations and requirements;
- 4.4 Employees who have limited contact and who do not regularly meet the public, i.e., public works and parks and recreation staff who perform labourer activities are expected to be as neat and businesslike as working conditions permit. Employees are expected to follow safety regulations and requirements.
- 4.5 Casual Days: Fridays are normally the designated casual day for all office staff. Employees are authorized to dress in a more casual fashion on designated casual days. "Casual" means that jeans or jean like styles may be worn. Employees participating in designated casual days are requested to contribute \$1.00 towards a charity that is selected monthly by a participating staff member. In the case where a Friday falls on a holiday, Thursday may be designated the casual day. Employees are expected to comply with the following appearance standards on casual days:
- (a) Shall present a neat appearance;
  - (b) Not permitted to wear ripped or disheveled clothing, athletic wear (with the exception of running shoes), or similar clothing items.

- 4.6 In circumstances where employees are required to attend meetings and/or similar activities on a designated casual day, employees will dress in a businesslike manner appropriate to the activity.
- 4.7 Wearing of Uniforms: This policy shall be modified, to the extent possible and with such variation as necessary, to comply with regulations and standards, of Police and Fire requirements. Employees that are required to wear uniforms must comply with the following personal appearance and safety standards:
  - (a) Shall present a neat and professional appearance;
  - (b) Care and maintenance of uniform and accessories in accordance with established regulations and policies;
  - (c) Shall comply with any safety regulations and policies.

## **5.0 PROHIBITED DRESS**

- 5.1 Employees shall comply with the following standards of prohibited dress and appearance:
  - (a) Shall not wear attire with wording or graphics that is racist, sexist, profane or demeaning to another person;
  - (b) Shall not wear suggestive or revealing attire;
  - (c) Shall not wear attire with wording or graphics that supports violence;
  - (d) Shall not wear attire that advocates illicit drugs.

## **6.0 DRESS CODE NON-COMPLIANCE**

- 6.1 Non-compliance of the standards of dress to include, but not limited to: wearing of prohibited clothing items, offensive body odor and perfumes, and clothing items that do not comply with safety standards.
- 6.2 Employees in non-compliance of the standards of dress will be advised of the breach and will be required to take immediate steps to correct the situation.
- 6.3 Continual non-compliance of the Town's Dress Code will result in disciplinary action. Disciplinary action may include, depending on the severity of the breach:
  - (a) Verbal warnings;
  - (b) Written warnings;
  - (c) Suspension without pay for up to seven (7) days.

- 6.4 Provisions of Collective Agreements with the Town, and the Non-Union Personnel Policy will be used when applying disciplinary action. In cases of Police Officers, the provisions of the Police Act will also apply.
- 6.5 A record of the disciplinary action will be placed in the employee's personnel file with a copy provided to the employee.

## **7.0 IMPLEMENTATION**

- 7.1 Supervisors will review the dress code regulations and communicate these expectations to their staff.
- 7.2 New employees will be informed of the dress code regulations during their orientation with the Human Resource Officer.

## **8.0 POLICY REVIEW**

- 8.1 A review of the policy will be initiated annually or occur as circumstances alter. Input from staff is welcomed.