

<b>Title:</b>	Dress Code and Casual Dress Policy	
<b>Policy Type:</b>	Human Resources	Policy Number: 400-07
<b>Approval By:</b>	Resolution Number RB 2013-06-17	
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<b>Revised Dates:</b>	<b>June 18, 2018;</b> September 21, 2009; October 19, 2004	
<b>Review Date:</b>	June 2021	

**PURPOSE:**

This policy supports the Library’s mission and goals by ensuring that the image the Library Staff present to its patrons and customers is maintained to the Board’s standards.

This policy was prepared to provide a broad statement on how the Board wishes to see its employees dress while on duty.

**SCOPE:**

This policy applies to all employees of the Library.

**DEFINITIONS:**

Business Casual - Less formal than traditional business attire but is still intended to appear professional and businesslike.

Casual Dress - A relaxed, occasional, and informal outfit suited for everyday use that is neat in appearance.

**POLICY STATEMENT:**

The Library is a professional workplace that emphasizes quality customer service. Library personnel represent the Library to the public, and as such, personal appearance is very important.

All employees must present a neat, professional appearance consistent with the mission and goals of the Library and be appropriate for the work performed. Generally, staff should dress in Business Casual except when otherwise specified.

The Board is committed to providing and maintaining a safe and healthy workplace environment. Employees are therefore required to wear apparel appropriate for the duties assigned and in keeping with the Ontario Health and Safety Act and the Employment Standards Act. Staff may be required to wear Personal Protective Equipment in the course of their duties.

Exceptions to the Dress Code and Casual Dress Policy may be discussed with the CEO or designate.

From time to time employees may be required to work off site in an effort to promote the Library and its services. Under these circumstances employees may be asked to wear an article of clothing that has the Library’s name and logo on it.

To foster staff team spirit, assist in promoting the Library and supporting community causes "casual dress" days will be allowed at the discretion of the CEO or designate only on approved days.

**POLICY ENFORCEMENT:**

The CEO or designate, Management Team members, and supervisors are to emulate and enforce the standard of dress as outlined by this policy. To ensure the standards are communicated to employees and that employees maintain these standards:

- The CEO shall ensure that an up-to-date copy of this policy is readily accessible to all employees;
- Library employees are encouraged to check with their supervisor when in doubt whether a specific item of clothing is acceptable for work;
- When a supervisor considers someone's dress or appearance to be inappropriate, the supervisor will meet privately and advise the staff member. If, after such a meeting, the situation does not improve, it will be considered a performance issue and dealt with as such, and;
- Final authority for interpreting the Dress Code and Casual Dress Policy rests with the CEO.

**RELATED POLICIES:**

300-09 Rules of Conduct

300-27 Face Covering Policy

400-03 Health and Safety Commitment Policy

400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence