

Dress Code Policy

Policy No. 6.6

Date of Policy: November 13, 2012

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PURPOSE:

In order to maintain a professional image, the employees of the Town of Nipawin are expected to wear clothing that follows appropriate standards of professionalism.

Scope: This policy shall apply to all employees and members of Council of the Town of Nipawin.

Failure to adhere to this policy: may result in appropriate disciplinary action, up to and including termination of employment.

Definitions:

Employee means any full or part-time, seasonal, temporary, term, or casual employee of the Town of Nipawin.

Scent-Reduced Workplace: Due to health concerns arising from exposure to scented products the Town of Nipawin civic office is a scent-reduced workplace.

Policy:

Appropriate protective clothing as required by the Occupational Health & Safety Program shall supersede this policy in all instances.

Employees are expected to comply with the Town dress code policy, maintaining an appropriate image for the workplace while at work or otherwise representing the Town.

Employees are expected to maintain a clean and neat appearance at all times, dressing in a manner appropriate for the work being performed and consistent with safety rules and considerations.

Employees who wish to wear business suits may do so, but this level of formality is not required of Town employees.

Unacceptable clothing

Examples of clothing considered too casual and/or inappropriate may include:

- Revealing clothing that exposes the back, chest, stomach, navel, underwear (front or back) or that reveals too much cleavage
- Tops with spaghetti straps, halter tops or muscle shirts
- Tops that are transparent or see-through, or that give the appearance of such

- Very short shorts or skirts
- Excessively baggy pants or other clothing items
- Items adorned with language or images that could be considered foul, vulgar or obscene
- Apparel with holes, rips or tears
- “Workout attire”, including sweat pants, sweat suits or sweat shirts
- Beachwear, including swimwear, swimsuit cover-ups, or casual flip flops
- Sweatbands or bandanas
- Hats or caps (office staff)

Exceptions and Additions to Policy:

- **Fire Chief, Bylaw Enforcement Officer, and Evergreen Centre Maintenance Staff**
Uniforms applicable to the departments shall be worn at all times while on duty with the exception of Fridays, when jeans may be worn, or when attending events requiring a certain dress code.
- **Outdoor Staff**
 - Shorts shall not be worn.
 - Protective Vests/Shirts/Jackets must be worn at all times.
 - CSA approved safety boots/shoes appropriate to the task must be worn at all times except when completing pool maintenance duties.
- **Lifeguards**
The following items are acceptable for lifeguard staff:
 - One-piece swim suit or trunks
 - Lifeguard tank (provided)
 - Lifeguard bunnyhug/jacket (lifeguard tank must be worn over top unless approved by the Director of Parks & Recreation)
 - Shorts/sweatpants (preferably black)
 - Deck shoes (street shoes are not permitted)
 - Buoyant aid and whistle with face mask (provided)
- **Play Program Staff**
Play program shall wear comfortable clothing suitable for playing with children and will be provided with 2 play program t-shirts that shall be worn on field trips and as much as possible throughout the program.

Examples of items considered too casual and/or inappropriate may include:
 - Revealing clothing that exposes the back, chest, stomach, navel, underwear (front or back) or that reveals too much cleavage
 - Jeans that are ripped or torn
 - T-shirts printed or embroidered with sayings or team logos, or those intended to be worn as undershirts
 - Tops with spaghetti straps, halter tops or muscle shirts

- Tops that are transparent or see-through, or that give the appearance of such
- Very short shorts or skirts
- Excessively baggy pants or other clothing items
- Items adorned with language or images that can be considered foul, vulgar or obscene
- Apparel with holes, rips or tears