

**Policy & Procedure Manual**

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**EMPLOYEE DRESS CODE - HR-III-45**

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**POLICY:**

All employees of OPTIONS northwest shall dress appropriately for their work environment and assignments to meet standards for professionalism and workplace safety.

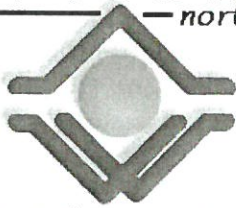
**PURPOSE:**

1. To reflect professionalism and a positive corporate image.
2. To ensure workplace safety.
3. To meet the standards outlined in the Health Care and Residential Facilities Regulation.
4. To support infection control practices and minimize incidents.

**GUIDELINES:**

The following guidelines apply to all staff, except as specified.

1. Clothing – General
  - a. All clothing worn must be appropriate to the work being performed and be neat, clean and in good repair.
  - b. Long and/or flowing clothing must be avoided where it may get snagged or caught in moving equipment.
  - c. Wearing clothing containing wording or designs that is known or ought reasonably to be known to be offensive is unacceptable.
  - d. Trousers; appropriate to the task at hand may include dress pants, jeans or walking shorts. NOTE: Jeans are not acceptable to wear for functions that require more professional attire.
    - i. Walking shorts (knee length) are acceptable for work.
  - e. Tee shirts, tank tops, and sweat pants – discretion must be used when wearing this type of clothing.
  - f. Hats – Appropriate head wear must be worn, if there is exposure to the hazard of a head injury. i.e. hard hat to be worn in a low ceiling area, sun hat during extreme or prolonged sun exposure.
2. Sharp, protruding or dangling jewellery (chains, rings, earrings) must not be worn when supporting people with personal care, in training situations, or when protective gloves must be worn for duties at these times. Jewellery is to be limited to a Medic-Alert and plain solid band (ring) without projections.



3. Long hair shall be suitably tied back as appropriate to ensure staff safety.
4.
  - a) Appropriate footwear must be worn at all times and must have a good fit, tread, be clean and in good repair. Flip flops/thongs are generally unacceptable footwear. (possible exceptions – swimming pool). As well, slippers/moccasins are unacceptable footwear.
  - b) All employees must wear the appropriate foot protection for the task at hand, in order to minimize the potential for foot injury. It is particularly important to wear footwear appropriate to the weather conditions.
  - c) When staff work in or visit a residential setting, footwear must provide sufficient coverage of the foot, must have a low heel with closed toes and back. High heels are not to be worn when providing direct support to people receiving service.
5. Employees must wear or use all protective clothing, equipment or devices provided and/or required to be worn/used as directed by the employer.
6. Training Attire: All staff attending training shall dress according to any trainer specific recommended attire. If no particular attire is recommended, employees shall follow these guidelines for the program they are attending and use discretion as necessary.

Any questions regarding these standards shall be directed to the employee's immediate Supervisor/Director or Human Resources for further clarification.

**RECOMMENDED BY:** Administration Committee

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Personal Support Services Administration, Personal Support Services, Community Resource Team

**ORIGINAL POLICY DATE:** May 1995

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**