	Title:	Workplace Dress		
	Number:	HR – 003		
	Revision Date:	November 25, 2020	Approved by:	Corporate Leadership Team
	Revision Number:	1	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

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1.0 Purpose and Scope

- 1.1 The City of Welland believes it is important that all employees present a consistent, citizen focused, professional image. Workplace dress is a reflection of the City's image.
- 1.2 The purpose of this Policy is to outline the expectations of acceptable workplace dress and presentation while conducting City of Welland business.
- 1.3 This Policy applies to all City employees, including permanent, temporary, contract and students.
- 1.4 Departmental policies of clothing guidelines may address more specific position dress requirements necessary to meet operational requirements.
- 1.5 There are specific provisions on uniforms, clothing entitlements, equipment and dress code requirements outlined in the collective agreements. Refer to the applicable collective agreement for specific details. Where there are discrepancies between this Policy and the employee's collective agreement, the collective agreement takes precedence.

2.0 Definitions

- 2.1 **Business Casual** - Attire that is less formal than formal business dress, but more formal than Casual Friday; the attire is clean, neat and professional. Business Casual attire is worn Monday-Thursday.
- 2.2 **Casual Friday** - As it is a commonly accepted practice in office environments, where identified, it is acceptable to wear more casual clothes, including jeans, on Friday and designated dress down weeks.
- 2.3 **Formal Business Dress** - Clean, neat and professional clothing that is more formal than business casual. It generally refers to suits, but other alternatives may also be acceptable.
- 2.4 **Examples of Unacceptable Attire** -
 - Sweatpants, jogging pants, athletic suits, leggings, spandex pants, ripped or torn pants of any type.
 - Shorts above the knee, athletic, cut-off or denim type.
 - Work-out or athletic type clothing, including sleeveless shirts and muscle type shirts.


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- Any item that would be deemed garden wear or beach wear.
- Any item that displays inappropriate phrases or logos
- Shirts or blouses that are low-cut, see-through, cropped, halter, strapless or with thin straps.
- Dresses that are backless, strapless, have thin straps and are low-cut, or excessively short.
- Flip flops, gardening type shoes (cros), athletic shoes, or those commonly used for recreation activities.
- Hats and baseball caps are not to be worn indoors, unless part of the uniform.
- Clothing bearing alcohol or tobacco products advertisements, designs, phrases or expressions that may be considered offensive.
- Any item of clothing that is excessively faded, dirty, short, low-cut or see-through.

3.0 Principles

3.1 The following principles are applicable to this policy;

- Appropriate workplace dress and overall presentation are important as they imply good individual judgement and promote a professional City image. Clothes and uniforms must be neat, clean and presentable.
- Employees are required to dress comfortably, but appropriately, in all weather conditions.
- Safety should be the primary factor when selecting clothing and footwear for the workplace.
- Employees who are required to wear uniforms, personal protective equipment and/or special footwear by the nature of their job shall do so unless specifically directed otherwise by the supervisor or manager.
- Non-uniformed employees may wear business casual dress provided that formal business dress is worn as their meeting schedule requires, or as the department requires.
- Appropriate footwear is critical to safety and must be suitable to the work location and in compliance with the City's health and safety policies. Shoes or boots must be worn in the workplace.
- Appropriate dress and presentation involve a balance between projecting the desired City image while still allowing employees to express their diverse, unique individuality and style.
- Appropriate shorts may be worn and are defined as "tailored shorts to the knee". Certain position may not be permitted to wear shorts due to health and safety considerations.

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- Tattoos and jewelry must not incorporate offensive or discriminatory symbols. Jewelry, including facial jewelry, may be worn provided that it does not create a health or safety hazard.
- All clothing must be free from contractor or vendor logos that may indicate a conflict of interest or political affiliation. City and Union logos are acceptable.
- Managers may make reasonable accommodation for exceptions to this policy providing it does not violate the Occupational Health and Safety Act.
- Employees that are provided with name tags for customer service or identification purposes are expected to wear the name tag at all times, in a clearly visible manner.
- Employees that are issued a City identification badge are to wear the badge and have it visible at all times in the workplace.

4.0 Roles and Responsibilities


4.1 Employees:

- Consistently present a well-groomed, professional image.
- Use their best judgement as to whether the selected clothing and/or footwear is appropriate based on this Policy, or applicable collective agreement.
- Ask your manager or supervisor for clarification.

4.2 Managers/Supervisors:

- Ensure staff understand and remain in compliance with this policy.
- Apply consistent discipline measures for violations to this policy.
- Consult your Manager or General Manager if you have questions, or require clarification.

5.0 Compliance

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- 5.1 Failure to comply with this policy may result in an employee being sent home, without pay, to change their attire. Continual non-compliance may result in more serious discipline measures.

Revision History

Date	Description of Change	Initials
November 4, 2020	<ul style="list-style-type: none"> Revision to Dress Code Policy - 2008 	AD