	Title:	Work Clothing Policy		
	Number:	HR-024		
	Revision Date:	N/A	Approved by:	CLT
	Revision Number:	N/A	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

Table of Contents

1.0 Policy Statement2

2.0 Purpose.....2


3.0 Principles2

4.0 Definitions3

5.0 Responsibilities4

6.0 Application.....5

7.0 Compliance.....6

	Title:	Work Clothing Policy		
	Number:	HR-024		
	Revision Date:	N/A	Approved by:	CLT
	Revision Number:	N/A	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

1.0 Policy Statement


- 1.1 The City of Welland (the “city”) is committed to maintaining a healthy and safe workplace. Providing work clothing, where required, supports safe work practices, and demonstrates a professional public image.
- 1.2 This policy applies to all employees required to wear clothing provided by the city, due to the nature of their position, or in accordance with the applicable collective agreement.
- 1.3 This policy is a companion policy to HR-003 Dress For Your Day.
- 1.3 Policies and procedures established by individual departments or applicable collective agreements may supersede this policy.

2.0 Purpose

The purpose of the work clothing policy is to establish clear guidelines and expectations regarding attire to foster a professional and safe work environment. By outlining appropriate attire, we aim to enhance employee safety, promote a positive corporate image, and ensure compliance with industry standards and regulations. This policy promotes professionalism, respect, and unity among employees while also accommodating varying job roles and responsibilities.

3.0 Principles


- 3.1. **Safety First:** Clothing should prioritize safety, ensuring that employees are appropriately protected from workplace hazards and risks associated with their specific job roles.
- 3.2. **Professionalism:** Attire should reflect the professional standards and corporate image of the organization.
- 3.3. **Compliance:** Clothing choices must adhere to industry-specific regulations, standards, and legal requirements, promoting conformity with health, safety, and hygiene guidelines.
- 3.4. **Flexibility:** Recognizing diverse job functions and environments, the policy should allow for flexibility while maintaining appropriateness for various roles and work settings.

	Title:	Work Clothing Policy		
	Number:	HR-024		
	Revision Date:	N/A	Approved by:	CLT
	Revision Number:	N/A	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

- 3.6 **Clarity and Communication:** Clear guidelines and regular communication ensure that employees understand expectations, facilitating compliance and minimizing confusion.
- 3.7 **Adaptability:** The policy should be periodically reviewed and updated to accommodate evolving workplace dynamics, industry trends, and feedback from employees.
- 3.8 **Accountability:** Employees are responsible for adhering to the clothing policy and understanding its importance in maintaining a professional and safe work environment.
- 3.9 **Support and Guidance:** People Leaders provide support and guidance to employees regarding clothing choices, addressing any concerns or questions that may arise.

4.0 Definitions

- 4.1 **Attire:** Refers to the clothing and accessories worn by employees while performing their job duties within the workplace.
- 4.2 **Uniform:** A standardized set of clothing worn by employees.
- 4.3 **Professional Appearance:** How clothing is worn and presented to maintain a polished, respectable, and business-appropriate image.
- 4.4 **Safety Gear:** Protective clothing, equipment, or accessories required to mitigate workplace hazards and ensure the safety of employees.
- 4.5 **Personal Protective Equipment (PPE):** Specialized clothing or gear worn to minimize exposure to workplace hazards, such as hard hats, high-visibility, safety glasses etc.
- 4.6 **Compliance:** Adherence to the rules and regulations outlined in the work clothing policy, ensuring that employees follow the prescribed standards for attire and appearance.
- 4.7 **Non-Compliance:** Failure to adhere to the requirements and expectations set forth in the work clothing policy, which may result in disciplinary action or corrective measures.

	Title:	Work Clothing Policy		
	Number:	HR-024		
	Revision Date:	N/A	Approved by:	CLT
	Revision Number:	N/A	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

5.0 Responsibilities

5.1 Human Resources

- Develop, implement, and regularly review the work clothing policy.
- Provide guidance and training to people leaders and employees on policy requirements and expectations.
- Respond to any concerns or questions related to this policy and its application.

5.2 People Leaders


- Ensure that employees are aware of and comply with this policy.
- Ensure all employees are issued the required articles of clothing, as required and in accordance with the nature of their work and/or the applicable collective agreement.
- Ensure that employees receive proper training on the use and maintenance of PPE.
- Enforce policy guidelines consistently and fairly, addressing any instances of non-compliance.
- Provide Support and guidance to employees regarding appropriate attire

5.3 Employees

- Review and understand the requirements and expectations of this policy.
- Dress in accordance with the specified dress code and safety attire applicable to their position
- Notify their supervisor of any concerns or challenges related to compliance with the policy.

5.4 Health and Safety Advisor

- Participate in assessing workplace hazards and risks to determine appropriate PPE requirements.
- Support people leaders in ensuring that employees receive proper training on the use and maintenance of PPE.
- Support people leaders in monitoring compliance with PPE requirements and identified deficiencies or concerns.

	Title:	Work Clothing Policy		
	Number:	HR-024		
	Revision Date:	N/A	Approved by:	CLT
	Revision Number:	N/A	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

6.0 Application

- 6.1 Employees will be issued protective equipment and/or clothing specific to the function of work being performed, and/or in accordance with the collective agreement.

The employee is responsible for keeping the provided clothing clean and in good repair.

Clothing supplied shall be worn only during working hours and where appropriate, when proceeding to and from work.

All clothing shall remain the property of the city and must be returned upon request.

The type of clothing to be distributed will be at the discretion of management unless prescribed otherwise through policy, legislation, or an applicable collective agreement.

6.2 High Visibility Safety Apparel

High-visibility items must meet CSA Standard Z96 Class 2 Level 2 at a minimum and Class 3 if working in low-light conditions.


Where required, the city will provide CSA-compliant high-visibility items. Employees are not permitted to wear other non-compliant items.

Additional layers of clothing must not cover high-visibility safety apparel unless it is also high-visibility safety apparel of the same class or better.

Employees must follow wash instructions and the manufacturer's instructions for care and maintenance of all clothing (waterproof, FR/ARC-rated clothing high-visibility, etc.).

6.3 Safety Boots

Safety boot entitlement is provided in accordance with the applicable collective agreement, or non-union guidelines. All safety boots must be equivalent to, or exceed, the current CSA standard.

	Title:	Work Clothing Policy		
	Number:	HR-024		
	Revision Date:	N/A	Approved by:	CLT
	Revision Number:	N/A	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

6.4 Voucher Procedure

Employees who receive work clothing through a vouch system will follow the following process.

- A voucher is created and provided to the employee with instructions to attend the designated work clothing store. The employee is required to sign off on if they tried on the clothing or not.
- The work clothing store contacts the employee when the order has arrived. Pick-up is during non-working hours.
- If there is an issue with the work clothing order that cannot be resolved at the store, the employee will contact their direct supervisor.
- When attending the work clothing store, employees are expected to conduct themselves professionally and respectfully. If there is a concern at the store, or with a voucher, the employee will contact their direct supervisor.
- Replacement of any work clothing shall be on an exchange basis and subject to management approval upon inspection of the item.

7.0 Compliance

People Leaders and HR are responsible for ensuring compliance with this policy.

Instances of non-compliance will be addressed promptly and may result in disciplinary action.

Revision History

Date	Description of Change	Initials