

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Employee Dress Code</b>	<b>Policy</b>	<b>ADM044</b>
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### **Purpose**

To provide guidelines for staff in presenting themselves in a positive, professional manner when representing the Municipal District of Mackenzie.

### **Policy Statement**

The Municipal District of Mackenzie believes staff appearance and personal hygiene must reflect a positive professional image and be suitable for the conditions in the work place and the type of work performed.

Staff attire shall be in accordance with the position they hold and at all times be presentable to the public. All office staff will assume that they may have contact with the public when considering appropriate dress.

Where the specific requirements of the environment in which an employee works differs from that of a business office, then operational issues such as safety and quality control will dictate the appropriate dress standards in accordance the Municipal District of Mackenzie Health and Safety Policy.

An employee shall receive an overview and a copy of this policy upon commencement. Upon non-compliance with this policy, the following steps shall be taken:

1. A warning from his/her immediate supervisor shall be issued and a review of this policy shall be undertaken.
2. The employee shall be sent home to change into appropriate clothing and a second warning shall be issued.
3. An employee shall be disciplined as per the Collective Agreement between the MD of Mackenzie and the Alberta Union of Provincial Employees.

The Chief Administrative Officer may use discretion in relaxing the appearance expectations where conditions support relaxation.

### **Guidelines**

To ensure that all customers and co-workers are comfortable in the specific work setting, a general guideline for appropriate appearance is as follows:

- a) Clothing and footwear should always be in good repair, well fitting, and clean. Tight fitting clothes are not acceptable.
- b) Inappropriate appearance includes, but is not limited to the following:

- short (defined as above mid thigh) shorts and skirts;
- exposed midriff and /or cleavage
- exposed under garments
- jogging/sweat suits
- skin tight leggings
- sweatshirts or tee-shirts with pictures or with messages that are rude, discriminatory, degrading, or sexual in tone
- tube tops
- halter tops
- spaghetti straps
- muscle shirts
- bare feet without shoes
- body piercing, with the exception of earrings, shall be minimally distracting.

c) Casual Fridays are permitted provided that casual attire does not contravene the dress-code policy.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>May 24, 2006</b>	<b>06-380</b>
<b>Amended</b>		
<b>Amended</b>		