

VILLAGE OF EMPRESS

Title: Dress Code	Policy Number:12-01
Effective Date: August 16, 2018	Review Date:

Dress Code

Intent

The Village of Empress encourages its employees to dress comfortably. However, it is critical that employees of the Village of Empress maintain a professional appearance while in the workplace, or while attending company-sanctioned events offsite. As such, appropriate attire should be worn at all times, in keeping with recognized standards, in order to project a positive image.

All personnel shall dress in a manner commensurate with the designated responsibilities of their job roles or job area. Village of Empress reserves the right to prohibit any mode of dress or attire that may be deemed improper or inappropriate for conducting business, or is disruptive to the working environment.

Guidelines

Male inside workers are generally expected to wear slacks or dress pants with either a dress or sport shirt. A tie is not mandatory, but is recommended. It is acceptable to wear a dress or sport shirt without a tie.

Female inside workers are generally expected to wear dresses, slacks, dress pants and shirt, or a jacket/vest-coordinated suit. Please refrain from wearing any skirts, dresses, slacks, or pants that are tight fitting.

All outside workers shall wear steel toe shoes, long sleeved shirts and long pants or coveralls. Clothes including hats or caps must be clean and in good repair.

Unacceptable Attire

Village of Empress reserves the right to add, amend, or remove any of the following examples of unacceptable attire. These types of attire shall not be worn to work for any reason, or to any company-sanctioned event (e.g. conferences, seminars, job fairs, etc.):

- Shorts of any type.
- Jogging suits, sweat suits, or sweat pants.
- leotards, tights, or spandex worn as pants – (may be worn under a dress in winter)

- Jeans except on Fridays.
- Tank tops and muscle shirts.
- See-through, sheer, or mesh garments.
- Crop pants whose length is above the knee.
- Mini-skirts or short dresses more than 3" above knee length.
- Athletic shoes, running shoes, or tennis shoes.
- Beach sandals, flip-flops, or thongs.
- Hiking boots or military style boots.
- Baseball caps excepting outside workers – with appropriate logos.
- Skin-tight or form fitting pants, dresses, or skirts.
- Any clothing that is worn, torn, frayed, or has visible patches or holes.
- T-shirts.
- Bare feet.
- Bathing suits.
- Any clothing that exposes the midriff.
- Halter tops or bra tops.
- Any undergarments worn as outer garments.

Permitted Attire

Village of Empress reserves the right to add, amend, or remove any of the following examples of permitted attire. These types of attire are for inside workers and shall be worn to work and to any company-sanctioned event (e.g. conferences, seminars, job fairs, etc.):

- Dress shirts.
- Casual collared shirts.
- Dress shoes.
- Casual shoes (e.g. deck shoes).
- Ties and cravats.
- Dresses of an appropriate length.
- Dress slacks.
- Casual slacks.
- Skirts of an acceptable length (denim skirts are also acceptable).
- Seasonal shirts.

Personal Grooming

Men's hair should be neatly groomed. Beards, mustaches, and goatees are allowed, but they must be neatly groomed. All male employees are expected to meet this standard. Women's hair is to be neatly groomed also.

All employees are expected to adhere to commonly accepted standards of personal hygiene and cleanliness.

Hygiene

Village of Empress employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Maintain personal cleanliness.
- Oral hygiene (brushing of teeth) required.
- Use deodorant / antiperspirant to minimize body odors.
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
- Clean and trimmed fingernails.
- Wash hands after eating, or using the restrooms.

Dress Code Violations

Village of Empress understands that some violations of the Employee Dress Code may be beyond an employee's control (e.g. loss of home or belongings due to fire, etc.). Violations and corrective actions will be addressed on a case-by-case basis. However, the following rules shall apply in most situations:

1. **First offence:** The employee shall be warned by his or her supervisor and informed that further violations will result in escalated corrective actions. A copy of the report shall be noted in the employee's performance report.
2. **Second offence:** The employee shall be referred to the CAO. A written report of the outcome of the second warning shall be placed in the employee's personnel file, along with an attached copy of the first offence.
3. **Third offence:** The CAO shall determine punitive actions, if warranted. These actions may include suspension of the employee's duties until he or she agrees to adhere to the Employee Dress Code.

Adopted August 15, 2013
Amended August 16, 2018

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Employee Dress Code of the Village of Empress. I agree to adhere to this Code and will ensure that employees working under my direction adhere to this Code. I understand that if I abuse this Code, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____