

Dress Code

First *impressions* count!

Our goal is to project a
businesslike
yet *comfortable*,
environment.

Ask yourself: are you projecting
a *positive image* of the town?

Know your role

Employees

Using good judgment and dressing appropriately at work. Checking with your manager if you have a question about appropriate clothes.

Managers

Advising an employee about his/her attire, including safety requirements. Ensuring employees adhere to the guidelines.

Human Resources department

Providing interpretation advice to managers and employees about the dress code guidelines. Monitoring the effectiveness of the dress code guidelines.

Guidelines

Guidelines apply to all **non-uniformed** employees in the town's offices and facilities.

Your job duties, responsibilities, degree of client contact and safety issues will govern the definition of your regular business appropriate attire. The expectation is that everyone will use good judgment in determining what type of clothing is considered business appropriate attire.

Employees representing the town at a Council or a committee meeting should dress in formal business attire.

Friday's are designated as **Casual Day** for non-uniformed, United Way supporters. In the spirit of flexibility, keep in mind that business reasons (public meeting, outside meeting) may dictate that formal business attire or business appropriate attire be worn on Casual Day.

Clothing or tattoos bearing offensive language or logos that are, or could be seen by others, as profane, racist, sexist or discriminatory in nature are not permitted.

Tips

Our best advice is don't take chances. Not all types of clothing are suitable for an office environment. If you wonder if something is acceptable to wear to work, chances are it isn't. You can always ask first if you're not sure.

Review your schedule...if you're meeting with a Councillor, residents, or attending external meetings, you should wear formal business attire, or check ahead to see what would be considered appropriate. If unexpected meetings are a possibility, try and keep a piece of formal business attire at your workstation – like a jacket – just in case.

Personal grooming, hygiene and neatness are part of your appearance, and should reflect a professional image.

For many jobs, town logo wear is an acceptable alternative to regular business appropriate attire.

Examples of business appropriate attire:

Khakis, turtlenecks, casual skirts and dress capris.

Examples of Casual Day attire:

Jeans, cargo pants, walking shorts and running shoes.

Sweat pants, yoga wear, mini-skirts, spaghetti straps, bare midriffs, tank tops, torn clothes, sport sandals and beach flip-flops are examples of what is not acceptable as business appropriate or Casual Day clothing.