



LAC LA BICHE COUNTY PROCEDURE

TITLE: Dress Code Standard Operating Procedure

PROCEDURE NO: CS-03-015-16

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-015 AMENDMENT DATE:

1.0 General Guidelines

Employees are responsible for exercising sound judgment and common sense for their attire at all times. If an employee is deemed to be wearing inappropriate attire, his/her supervisor is responsible for coaching the employee accordingly.

Employees whose regular job duties include physical lifting or regular outdoor work may wear appropriate casual clothing (including jeans/shorts) at times. Shorts may be deemed inappropriate where a safety concern for accident or injury is present.

Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines or the dress requirements of a particular business area, please contact your supervisor.

Departure from appropriate grooming, hygiene and attire standards will result in employee counselling.

Specific departmental policies regarding the wearing of uniforms are in place for the Protective Services department. Employees in this department are required to comply with departmental provisions.

In the event of a dispute regarding the suitability of an employee's apparel, the Chief Administrative Officer and/or the Manager of Human Resources shall provide guidance and policy/procedure interpretation advice to the responsible Supervisor.

Personal appearance standards may be reviewed periodically and updated as deemed necessary.

1.1 Business Attire

Employees who maintain regular, in-person contact with customers will be required to wear appropriate business attire.

- Men – dress shoes, dress shirts, ties, slacks, sweaters.
- Women – dress tops, dress pants, dresses, skirts, sweaters, pant-suits, dress shoes.

1.2 Business Casual Attire

Employees may choose to wear business casual attire when not in contact with customers. Employees are expected to keep appropriate business attire on hand at all times in the event that they are required to attend an in-person customer meeting.

- Men – collared shirts (either dress or golf), khakis, slacks, dress shoes or casual dress shoes, sweaters.
- Women – collared shirts (either dress or golf), khakis, slacks, skirts, dresses, dress shoes or casual dress shoes, sweaters.

1.3 Casual Friday

Lac La Biche County employs a “Casual Friday”, wherein our employees are welcome to wear workplace appropriate dark denim jeans (no rips, tears, white wash, embellishes or stains), and running shoes (no rips, tears or stains).

While Casual Friday allows our employees to dress in a more casual fashion, employees should take into account the necessity to continually conduct themselves in a professional fashion, and dress in such a way that will not create a negative perception by customers, either internal or external. Employees are expected to keep appropriate business attire on hand at all times in the event that they are required to attend an in-person customer meeting.

1.4 Inappropriate Attire

The following items are not appropriate or permitted in any area during normal working hours, including Casual Friday:

- Sweat pants/Yoga Pants
- Jogging pants
- Pants that expose the midriff, underwear or leggings
- Gym shorts
- Bicycle shorts or other athletic shorts
- Low-cut tops
- Halter tops
- Spaghetti strap tops
- Tops that expose the midriff or underwear
- Mini-skirts
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting
- Any form of clothing that is overtly commercial (including items with company logos such as “Guess”), contains political, personal or offensive messages
- Plastic flip-flops or sandals
- Beach footwear

Employees who do not comply with the Dress Code SOP will be subject to progressive disciplinary action up to and including termination of employment.

“Original Signed”

 Chief Administrative Officer

November 8, 2013

 Date