

Dress Code

Procedure #: HR.7-01-001

Policy #: HR.7-01

Sub-Topic: Corporate Culture

Topic: Corporate Image

Applies to: All Employees

Purpose

This procedure supports Dress Code Policy #HR.7-01. It outlines employee and employer responsibilities for appropriate clothing in the workplace and while performing duties as an employee representing the Town of Newmarket.

Procedure

Employee Responsibilities

Operational Employees: applies to employees required to wear Town issued clothing while on duty, during the performance of their duties and/or as required under the Occupational Health and Safety Act.

- 1) Wear clothing to work that has been washed and in a clean and neat condition.
- 2) Maintain Town issued clothing and uniforms in good condition.
- 3) Take every reasonable precaution to prevent damage or loss by improper use, or loss by theft or carelessness.
- 4) Make their Director/Manager aware of damaged, lost, or stained clothing resulting from working conditions.
- 5) Comply with the requirements of the Occupational Health & Safety Act and departmental policy regarding the wearing of personal protective equipment, safety gear and equipment as appropriate.

Office Staff: applies to employees who typically work in an office environment, including those with a high degree of public contact.

- 1) Wear clothing that is clean and neat in appearance.
- 2) Dress business casual in a manner appropriate to a professional office environment.
- 3) Wear business formal clothing as appropriate based on circumstance.

All Employees:

- 1) Support the employer's commitment to a respectful and inclusive work environment.
- 2) Use reasonable judgement in determining what type of clothing is considered appropriate for their workplace.
- 3) Ask their Manager if they are unsure if something is acceptable.
- 4) Choose name brand logos and slogans (other than Newmarket's) on clothing to wear to work that are inconspicuous and/or compliment the work environment.

- 5) Use their discretion and judgement when displaying body art for appropriateness in the workplace and wear jewelry that supports safety in the workplace.
- 6) Use the following examples of inappropriate work clothing as a guide:
 - a. Jeans
 - b. Sweatshirts, hoodies, sweat pants, yoga pants, or other athletic apparel
 - c. Strapless and spaghetti strap dresses and tops
 - d. Short dresses, skirts or shorts
 - e. Running shoes
 - f. Beach-style footwear including flip flops or slippers
 - g. Large, visible, name brand logos and slogans or written messages (including commercial or political messages), that are, or could be seen by others, as profane, racist, sexist or discriminatory in nature, or appears to be unprofessional for the work environment
 - h. Hats and caps - unless associated with a uniform or religious or cultural affiliation
 - i. Jewelry that may be deemed unsafe for the work being performed
- 7) Return Town issued clothing and uniforms unfit to wear to their Supervisor/Manager for proper disposal and not donate them.

Employer Responsibilities

Management:

- 1) Maintain a list and issue Town clothing required for employees to perform their duties as appropriate for their position.
- 2) Advise employees about appropriate clothing expectations, including safety requirements.
- 3) Provide a range of Town issued clothing options and sizes that are comparable in terms of style, comfort, practicality, cost and coverage to be inclusive for all employees.
- 4) Determine if replacements are required for damaged, lost or soiled Town issued clothing.
- 5) Properly dispose of Town issued clothing and uniforms returned by employees.
- 6) Ensure grooming or appearance expectations are fair and without discrimination unless there is a legitimate requirement of the job for health and safety reasons.
- 7) Ensure employees adhere to the Dress Code Policy and take appropriate action in a consistent manner, which may include disciplinary action, as circumstances are identified or brought to their attention.

Human Resources Department:

- 1) Provide policy clarification and guidance to Management and Employees on appropriate clothing in accordance with the Dress Code Policy #HR.7-01.
- 2) Provide assistance for dress code related accommodation requests and complaints.
- 3) Support compliance with provincial legislation such as the Occupational Health & Safety Act and the Ontario Human Rights Code.
- 4) Adjust or extend summer business casual clothing hours as directed by the CAO, or designate, to accommodate seasonal weather conditions.

Cross-References

Corporate Policy:

Communications Use of Corporate Logo, Crest and Images Policy #COMM2-01
Dress Code Policy #HR.7-01
Drug and Alcohol Policy #HR.5-02
Employee Performance, Counselling & Progressive Discipline Policy #HR.4-01
Harassment and Discrimination Free Workplace #HR.13-04

Other Government Legislation:

Occupational Health & Safety Act
Ontario's Human Rights Code

Contact

Human Resources Department or at hr@newmarket.ca

Details

Approved by: Jag Sharma, Chief Administrative Officer

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