

| Corporate Policies and Procedures | | | |
|--|-------------------|-----------------------------------|--------------------------|
| SECTION: Human Resources | | | POLICY #: A-17 |
| POLICY: Professional Standard Dress Code | | | |
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POLICY STATEMENT:

The County of Renfrew is committed to establishing a professional/business casual dress code which allows our employees to work comfortably in the workplace yet still project a professional image for our customers, potential employees and community visitors.

The key point to sustaining professional/business casual work attire is to use common sense, good judgment and applying a dress practice that is conducive to our business environment.

Procedures:

1. No jeans will be allowed unless it is approved in accordance with No. 3 below.
2. Safety boots and equipment are deemed appropriate as required by position classification and Health & Safety policy and regulations.
3. With approval of Department Head, there may be some outside work areas or activities where professional/business casual attire is not required. In these cases, clothes should be neat and appropriate for the work area or activity.
4. Frayed or torn items of clothing and any clothing that has words, advertisements, terms or pictures that may be offensive are unacceptable. Running or track shoes and flip-flops (made of leather or any other material) are not acceptable business footwear (see Section 6.0).
5. Scent Free Awareness Program: Your Joint Health & Safety Committee asks for your support in limiting or eliminating use of scented personal care products whenever possible at your work site and meetings. Choose unscented alternatives that are available when possible. By making these choices, you will contribute to promoting health and wellness for all staff.
6. Notwithstanding the proceeding policy(ies) to the contrary, there are departments or divisions in the County where certain items of clothing represent acceptable industry norms or legislation (eg. running shoes in the nursing profession) and are thereby deemed acceptable professional/business attire. Occasionally, theme days

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or events are held in County facilities when normal professional/business attire is not required.

7. If an item of clothing is deemed to be inappropriate by the employee's supervisor, Department Heads or the CAO's office, the employee may be sent home to change clothes or will be asked not to wear the inappropriate item to work again.