SPECIAL OCCASION DRESS CODE POLICY

[Insert Organization Name] recognizes that there are special occasions during which employees may choose to dress differently from regular business attire in the workplace. This includes Hallowe’en and other celebrations. [Insert Organization Name] encourages employees to participate in these celebrations and express themselves creatively through costumes or other commemorative garments. The purpose of this policy is to set out guidelines to ensure all personal expression through clothing or costumes are within reason and continue to meet professional workplace standards.   
  
SCOPE

This policy applies to all employees who wish to dress up for special occasions in the workplace.   
  
POLICY

[Insert Organization Name] prides itself on its professionalism and expects that its employees will present themselves in a professional manner while in the workplace or while interacting with clients. This does not mean that employees are discouraged from participating in celebratory activities through costumes and dressing up in different attire.

[Insert Organization Name] encourages employees to express their individuality on specific special occasions, within reason. Employees must use appropriate judgement when selecting their attire for celebrations and must follow the guidelines listed below. Should an employee desire to wear a costume, whether for a religious or otherwise celebration, they may request approval from [Insert Title Here].

Special Occasion Attire Requirements

Examples of clothing, costumes, or representations that are not acceptable in the workplace, even on special occasions, include but are not limited to:

* Clothing and/or costumes that contain words, phrases, and/or images that are racist, sexist, transphobic, violent, and/or suggestive of inappropriate subjects.
* Clothing and/or costumes that are culturally insensitive, appropriative, or offensive to any groups of people, cultures, religions, ect.
* Clothing and/or costumes that may be offensive, humiliating, discriminatory, or disrespectful to any groups of people, other employees, or clients.
* Costumes may not promote violence or have accessories or props that could be used as a weapon.
  + Note: This does not apply to accessories that have cultural or religious significance to employees. Please contact [Insert Title Here] for approval.
* Clothing and/or costumes that promote the use of or reference to drugs or alcohol. Additionally, clothing or costumes that mimic or make light of social issues, addictions, or mental health conditions.
* Face masks that cover the entire face are not permitted.
* Costumes and/or clothing that contain or depict blood, fake blood, gore, or wounds.
* Clothing and/or costumes that are uncomfortable or may hinder the employee’s ability to perform essential job functions. Appropriate shoes must be worn at all times for safety purposes.
* Excessive synthetic scents must be avoided as employees or clients may have allergies.
* All clothing and/or costumes must be respectful, mindful of safety, and must not make any employees or clients uncomfortable.

All clothing, garments, accessories and costumes must adhere to the dress code policy and be appropriate for the workplace. If in doubt, an employee may take a photo of their costume and send it to their immediate supervisor for approval.

Employees are encouraged to be mindful of their own comfort and safety as well as the safety and comfort of others. [Organization Name] will respect everyone’s space, customs, and personal and religious views.

Personal Protective Equipment

If the employee’s attire will inhibit the use of their personal protective equipment, the employee is not permitted to wear it except for prior to and following their work shift, or on their lunch/dinner break.

Policy Adherence

[Organization Name] reserves the right to add or amend any part of this policy without notice. While all employees are encouraged to participate in any celebrations or holidays, [Organization Name] will not require or impose dressing up or wearing a costume on any employee. Employees may not pressure others in the organization to participate in dressing up.

Departure from appropriate dress code, clothing, costumes and/or attire standards will result in employee counselling and/or disciplinary action up to and including termination of employment.

Questions pertaining to these guidelines, or the appropriateness of dress and/or costumes on a special occasions or on any given days should be directed to management.

*Some decisions regarding dress code and/or hygiene may have human rights considerations involved. Any such circumstance will be handled on a case by case basis, always with adherence to the applicable legislation.*