## COMPANY DRESS CODE

[Organization Name] requires all employees to present themselves in a professional manner when representing the Company. It is always important that the professional image of the firm be maintained, even on casual days, as our employees’ own presentation is a direct reflection of [Organization Name]. The purpose of this policy is to outline our expectations for employee attire, personal hygiene and appearance.

POLICY

**Attire**

[Organization Name] is a professional firm. Employees who may have in-person contact with customers, whether on our site or when working outside the office are expected to present a professional appearance. We expect that employees will use appropriate judgement when selecting their work attire.

Examples of clothing or representations that are not acceptable, even on casual days, include but are not limited to:

* Ripped or torn clothes;
* Clothing and/or tattoos that contain words or images that are racist, violent and/or clearly inappropriate;
* Clothing that is revealing and skin tight without appropriate coverage (i.e. a long sweater over yoga pants);
* Dirty or unwashed clothes.

On occasion, the owners may direct employees to dress in business casual or in business attire (for example, if an important client is attending on-site). In those cases, employees will dress according to the instructions.

**Hygiene**

Employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

* Maintain personal cleanliness, oral hygiene and use deodorant / antiperspirant to minimize body odours.
* No excessive scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
* Clean and trimmed fingernails.
* Wash hands after eating or using the restrooms.

**Compliance**

Departure from appropriate grooming, hygiene and attire standards will result in employee counselling and/or disciplinary action up to and including termination of employment.

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

Questions pertaining to these guidelines, or the appropriateness of dress and/or hygiene on a given day 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 Alberta Human Rights Act.*