DRESS CODE AND PERSONAL HYGIENE POLICY

[Organization Name] is committed to maintaining a safe, respectful, and professional work environment and has established this policy to outline the rules and guidelines all employees must adhere to regarding dress code/attire, hygiene, and other related matters.

POLICY

Employees are expected to meet dress code and hygiene requirements during regular business hours for the duration of their employment. Employees who may have in-person contact with clients, whether on our site or when working outside the workplace, will be required to wear appropriate attire.

[Organization Name] allows our employees to dress in business casual clothing to promote a comfortable work environment. We expect that employees will use appropriate judgement when selecting their work attire.

Examples of clothing or representations that are not acceptable include, but are not limited to:

* Clothing items, accessories, representations, and pins that contain graphics, words, logos, or images that are offensive, discriminatory, inappropriate, or violent.
* Clothing items or accessories that may pose a danger to employees, clients or visitors. Including weapons.\*
* Clothing items or accessories that may pose a health and safety risk to the employee wearing the clothing or accessory, other employees, clients, or visitors.
* Clothing items or accessories that may be disruptive to the organization, its operations, or the employee’s job duties.

\*[Organization Name] will adhere to the human rights legislation applicable to the organization. If any employee requires an exception to the Dress Code policy for any reason covered by human rights legislation or the prohibited grounds of discrimination outlined within it, they are encouraged to reach out to their manager to discuss accommodation.

Please note: Appropriate footwear is essential for safety and professionalism. Employees should wear closed-toe shoes suitable for their roles.

Virtual Meetings  
  
Employees who work remotely and/or participate in virtual meetings or video calls either with co-workers at [Insert Organization Name] or with its clients are required to adhere to the same standards of professional-business/business-casual attire, as appropriate, as employees who work on-site. Professional attire in online or video meetings conveys our employees’ dedication to [Insert Organization Name]’s professional image.

Hygiene

[Insert Organization Name] expects all employees to adhere to good personal hygiene standards in order to ensure the health and well-being of all employees, clients, and visitors. The following are examples of good personal hygiene standards that are encouraged to ensure a healthy and professional workplace:

* Maintain personal cleanliness, including oral hygiene, and use unscented deodorant/antiperspirant to minimize odours.
* Wash hands after using the restroom and prior to and after eating.
* Ensure that hair is clean and brushed/combed as required.

Scents in the Workplace

At [Insert Organization Name], we are committed to fostering an inclusive and comfortable work environment for all employees. To ensure the well-being of our staff, we maintain a scent-free workplace.

This policy requests that employees refrain from using heavily scented products such as perfumes, colognes, or strongly scented lotions while in the workplace or when having in-person meetings or contact with clients.

We recognize that some individuals may have allergies or sensitivities to fragrances, and we want to create a space where everyone can work comfortably. This includes common areas, meeting rooms, workstations, and any other shared spaces.

Employees with medical or cultural requirements necessitating the use of scented products must notify their supervisor. Reasonable accommodations will be provided to meet the needs of these employees while maintaining a reduced-scent environment for others.

Employees are encouraged to be sensitive to their colleagues' needs and preferences regarding scents. Open communication is encouraged to address any concerns or conflicts arising from scent-related issues. Employees who experience discomfort due to scented products are encouraged to report their concerns to their supervisor. The company will address these concerns promptly and find suitable resolutions to accommodate all employees.

Compliance

Departure from appropriate grooming, hygiene and attire standards may result in employee counselling and/or disciplinary action.

Questions pertaining to these guidelines, the appropriateness of dress and/or hygiene on a given day or should there be a special/individual circumstance that needs to be discussed 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 Human Rights legislation.*