## COMPANY DRESS CODE AND PERSONAL HYGIENE

[Organization Name] requires all employees to present themselves in a professional manner when representing the company. It is important that the professional image of the company be maintained, as your 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

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

* Maintain personal cleanliness, and oral hygiene and use deodorant/antiperspirant to minimize body odours as necessary.
* Use perfumes, colognes, and scented lotions sparingly. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
* **Do not use** heavily or strongly scented soaps, shampoos, or lotions. These can cause allergic reactions, migraines, and respiratory difficulty for some employees.
* Have clean and trimmed fingernails.
* Always wash hands after eating or using the restrooms.

**Personal Grooming**

* Clothing must be clean, pressed, in good condition and fit appropriately.
* Sunglasses or dark glasses within the workplace are not permitted unless prescribed by a physician.
* Employees with tattoos that are perceived as offensive, hostile, or discriminatory must be covered and not visible to others.

**Attire**

At [Organization Name], the dress code is casual professional. All employees will be provided and expected to wear company gear (short sleeves or a cardigan). It is our responsibility to ensure that the company gear is kept in good condition, cleaned appropriately, and worn properly.

The rest of your attire may be casual but fitting for a business. Jeans or denim may work, provided they are in good shape (no rips, tears, and they fit appropriately). Clothing must be appropriate for the workplace (i.e., fits appropriately, no beachwear, does not display jokes, inappropriate sayings, etc.). Closed-toed shoes or sandals may be worn, but not flip-flops.

Please use your good judgement and discretion to determine if your dress is appropriate business attire. If you are unsure if your dress/appearance is acceptable, assume that you will encounter a client and ask yourself if what you're wearing is an acceptable and professional representation of [Organization Name].

**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.

Theme days are occasionally approved by the institution and/or appropriate department when a deviation from these guidelines is appropriate, and when the business necessities will not be affected.

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

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 your supervisor and/or employer.

*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 Code/Act.*