

Dress Code WI-HU-014

Work Instruction

1.0 Purpose

This Work Instruction describes the dress standards and expectations the Health Unit endorses for its personnel (including employees, students, placements, volunteers). The Health Unit's objective in establishing a dress code is to allow personnel to work comfortably in the workplace. However, personnel need to project a professional image to our clients, potential employees, and community. Business casual dress is the standard for this dress code. The definition of business casual is "a comfortably relaxed version of classic business attire, with no sacrifice of professionalism" (Success Tips: Business Presence).

2.0 Scope

- 2.1** All personnel use this Work Instruction. It is used in combination with the person's competency profile to determine the knowledge and skills required and to identify training needs.
- 2.2** This Work Instruction is also used to monitor the performance of all personnel at the NBPSDHU.

3.0 Responsibility

All personnel identified under section 2.0 are responsible for performing their duties and responsibilities in accordance with this Work Instruction and their competency profile.

The Executive Team/designate is responsible for ensuring that this Work Instruction is implemented and effective, as well as being responsible for providing assistance to personnel performing this Work Instruction, if required.

4.0 Procedure

- 4.1** Since all casual clothing is not suitable for the workplace, these guidelines will help personnel determine what is inappropriate to wear to work. Please note that these are simply guidelines and examples are provided, however, the supervisor has the discretion to determine what is appropriate based on these guidelines since not all examples are included.

INAPPROPRIATE ATTIRE:

The items listed below are examples of inappropriate attire:

- Blue jean wear (pants, jackets, shirts, skirts, dresses, etc.)
- Capris that have tie-up strings at the bottom, patch pockets or pull tabs (may or may not be made of denim)
- Cargo pants
- Scrubs
- Clothing that reveals cleavage, your back, your chest, your stomach, or your underwear
- Clothing that is wrinkled

- Torn, frayed, or dirty clothing
- Hats and head coverings unless required for medical reasons and/or for religious purposes or to honour cultural tradition
- Sweatpants, sweatshirts
- Exercise pants, yoga wear
- Bib overalls
- Leggings worn with tops/shirts that are shorter than the arms (while in standing position)
- Tank tops (unless worn under a sweater or top)
- Camisoles (unless worn under a sweater or top that is not see through)
- Midriff tops
- Clothing with profanity, pictures, cartoons, slogans, words or logos larger than the size of a toonie
- Halter tops
- Tops with bare shoulders
- Rubberized flip-flops, bare feet, slippers, and stocking feet
- Patterned contact lenses
- Tattoos with profanity or that violate the Human Rights Code
- Footwear - refer to [WI-HU-114](#) Safe Footwear for guidelines regarding open-toed shoes

EXCEPTIONS to the Policy

1. ***On Fridays***, personnel may wear:
 - Blue jean wear (pants, jackets, shirts, skirts, dresses, etc.)
 - Capris that have tie-up strings at the bottom, patch pockets or pull tabs (may or may not be made of denim)
 - Cargo pants
2. ***As determined by the supervisor***,
Examples include:
 - Appropriate clothing for moving and packing may be worn
 - A bathing suit may be worn for beach sampling
 - Appropriate clothing to inspect dirty crawl spaces
3. For special events endorsed by the Executive Team.

If Clothing Fails to Meet the Standards

- If clothing fails to meet the standards as determined by the personnel's supervisor/designate, the employee, volunteer, placement, or student will be asked not to wear the inappropriate item to work again and may be sent home to change on their own time.
- If the problem persists, the employee will be disciplined; the volunteer, student, or person on placement may be asked not to continue with the Health Unit.

5.0 Quality Issue Reporting

When an employee identifies an event or circumstance that could have or did lead to harm, loss, or damage to people, resources, reputation, or professional/organizational standards that occur during the provision of or result of a service, he/she initiates a Quality Issue Report as outlined in [WI-HU-065](#). These do not include OH&S/WSIB, JH&S, or privacy issues.

6.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

7.0 References

Internal References

- a) Acceptable Abbreviations and Symbols – [WI-HU-004](#)
- b) Quality Issue Reporting – [WI-HU-065](#)
- c) Records Retention and Management – [WI-HU-108](#)
- d) Safe Footwear – [WI-HU-114](#)
- e) Scent Free Workplace – [B-P-005](#)

External References

- a) Success Tips: Business Presence. Six categories of casual or informal dress. Retrieved on December 9, 2010 from: [casualpower.com](#)

8.0 Summary of Revisions

2018-11-15 – Language changed to add scrubs and all blue denim clothing (not just denim pants) as inappropriate attire and allowing all personnel to wear blue jean wear on Fridays as an exception to the policy whether or not they are interacting with clients. Language also to allow Halloween costumes on Halloween to exceptions to the policy.

9.0 Work Instruction Development Details

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