Policy Title: Dress Code Policy - Business

<table>
<thead>
<tr>
<th>Date of Approval: February 19, 2008</th>
<th>Policy Number: HUM-001-0027</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Role: Department Heads</td>
<td>Support Role: Supervisors/Managers</td>
</tr>
<tr>
<td>Cross Reference: Dress Code Policy - Casual</td>
<td>Next Review Date:</td>
</tr>
<tr>
<td>Council File Number: 08-61</td>
<td>Revision Date: January 31, 2010</td>
</tr>
</tbody>
</table>

Policy Statement:

Employees of the Corporation of the City of Welland (the "Corporation") are required to dress suitably for the workplace. Corporation employees are highly visible to the public and an employee's choice of apparel influences the public's image of the Corporation.

Purpose:

To establish standards to assist employees in determining the suitable attire while at work in order to project a professional image. The scope, procedure, and definitions are intended to establish a collective and positive image and presentation of the Corporation. The fashion industry, clothing trends, and fads while influential do not define the workplace nor the appropriateness, or acceptability, of the attire worn by employees.

Scope:

This policy shall apply to all City of Welland employees with the exception of those employees who are required to wear prescribed uniforms and/or safety equipment in the performance of their duties. Employees who are required to work offsite in an area where it is expected, or likely, that their clothing may become excessively soiled may wear attire conducive to those working conditions with the approval of their respective supervisor/manager.

This policy does not include, or cover, the conditions for appropriate attire for casual days discussed in the Casual Dress Policy.

Procedure:

For the typical work week being Monday to Friday generally acknowledged professional, or business, attire shall be worn. Generally speaking all clothing with the exception of the following is acceptable in the workplace:
Unacceptable Workplace Attire:

- Sweatpants, denim (jeans) pants, jogging pants, athletic suits, leggings, spandex pants, ripped or torn pants of any type.
- Short-shorts (above mid-thigh), athletic-type shorts of any kind, cut-offs, denim (jeans) shorts.
- Work-out, or exercise, clothing.
- Any shirts/blouses/tops that displays inappropriate phrases or logos, is low-cut, see-through, cropped, halter-type, strapless or spaghetti strap. Men's shirts will include sleeves and collars at all times.
- Backless dresses, sundresses, strapless, spaghetti strap, low-cut, or excessively short dresses.
- Flip flops, 'crocs', running or exercise shoes, and shoes commonly used for recreation and leisure activities.
- Other items deemed unacceptable at any time during the work week inside the work office environment include: hats/baseball caps (except City of Welland hats, and when part of the uniform); clothing bearing alcohol or tobacco product advertisements, designs, phrases and/or expressions that may be considered offensive by other employees and/or the public; and any item of clothing that is: excessively faded, dirty, excessively short, low-cut, see-through, or anything that would be deemed garden wear or beachwear.

Compliance:

It is the responsibility of supervisors/managers to ensure employees are aware of, and adhere to, the standards of this Policy. Compliance to this policy is the responsibility of all employees, as is the seeking of guidance on interpretation and definition. The City's Progressive Discipline Policy may be invoked for repeated failures to comply or adhere to this Policy.