Policy Title: Dress Code Policy - Casual

Date of Approval: February 19, 2008

Policy Number: HUM-001-0028

Lead Role: Department Heads

Support Role: Supervisors/Managers

Cross Reference: Dress Code Policy - Business

Next Review Date:

Council File Number: 08-61

Revision Date: January 31, 2010

Policy Statement:
Employees of the City of Welland are required to dress suitably for the workplace. Periodically, and for public relations and fundraising activities, and when sanctioned by the corporation, a casual appearance may be adopted by employees.

Purpose:
- To establish standards to assist employees in determining suitable casual attire while at work for corporately sanctioned activities and events.

Scope:
- This policy shall apply to all City of Welland employees with the exception of those required to wear prescribed uniforms and/or safety equipment in the performance of their duties.

Procedure:
- Generally all employees will conform to the Dress Code Policy for the business week. For public relations and fundraising activities when sanctioned by the Corporation employees may adopt a more casual but tasteful appearance. Sanctioned casual days are intended to assist in highlighting an activity, event, or significant fund-raising opportunity that has corporate, community, or social significance. An example of a sanctioned day is the United Way "Dress Down Friday".
- Acceptable attire for a sanctioned casual day includes jeans or coloured denim pants, cargo-type or similar pants, and running shoes, which constitute the only exceptions to the Dress Code Policy.

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.