
	Title:	Dress For Your Day		
	Number:	HR-003		
	Revision Date:	N/A	Approved by:	CLT
	Revision Number:	N/A	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

Table of Contents

1.0	Policy Statement	2
2.0	Purpose.....	2
3.0	Principles	2
4.0	Definitions	3
5.0	Responsibilities	4
6.0	Application.....	5
7.0	Compliance.....	6

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1.0 Policy Statement


- 1.1 The City of Welland (the “city”) is committed to creating a work environment that demonstrates a professional public image and where employees are empowered to dress in a manner that is both appropriate for their daily responsibilities and reflective of their style.
- 1.2 This policy applies to all employees, who are not required to wear clothing provided by the city, due to the nature of their position, or in accordance with the applicable collective agreement.
- 1.3 This policy is a companion policy to HR-004 Scent Free Workplace and HR-024 Work Clothing.
- 1.4 Policies and procedures established by individual departments or applicable collective agreements may supersede this policy.

2.0 Purpose

- 2.1 The purpose of this policy is to establish clear guidelines and expectations regarding appropriate attire in the workplace, while also allowing flexibility for employees to dress according to the demands of their daily tasks. By establishing this policy, we aim to create a positive and inclusive work environment where employees feel valued and respected.

3.0 Principles

- 3.1 **Professionalism:** Employees are expected to dress in a manner that upholds professional standards. This includes clothing that is clean, well-maintained and suitable for a business environment.
- 3.2 **Comfort:** Employees are encouraged to choose attire that allows them to perform their duties comfortably throughout the day.
- 3.3 **Individual Expression:** Employees are encouraged to express their style through their attire while adhering to the overall guidelines of professionalism and appropriateness.
- 3.4 **Flexibility:** Employees are encouraged to dress according to the demands of their specific day, recognizing that different tasks and engagements may require varying levels of formality in attire and/or compliance with applicable health, safety and hygiene guidelines.

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- 3.5 **Accountability:** Employees are responsible for adhering to this policy and understanding its importance in maintaining a professional and safe work environment.
- 3.6 **Support and Guidance:** People Leaders provide support and guidance to employees regarding clothing choices, addressing any concerns or questions that may arise.

4.0 Definitions

- 4.1 **Workplace:** Any location where an employee performs their work duties. This includes the office environment and remote work/work-from-home settings.
- 4.2 **Casual Attire:** Attire suitable for designated casual days.
- 4.3 **Business Casual Attire:** Relaxed attire suitable for most day-to-day office activities.
- 4.4 **Business Professional Attire:** Attire that is more formal and reserved for high-level meetings and events.
- 4.5 **Grooming Standards:** Guidelines regarding personal appearance, hygiene, and grooming practices expected of employees.
- 4.6 **Appropriate vs. Inappropriate Attire:** Guidelines to define what constitutes acceptable and unacceptable attire in the workplace.

5.0 Responsibilities

- 5.1 **Human Resources**
- Develop, implement, and regularly review this policy.
 - Provide guidance and training to people leaders and employees on policy requirements and expectations.
 - Respond to any concerns or questions about this policy and its application.

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5.2 People Leaders

- Ensure that employees are aware of and comply with this policy.
- Emphasize the importance of this policy as a contributing factor to creating a positive work environment, lead by example.
- Enforce policy guidelines consistently and fairly, addressing any instances of non-compliance.
- Provide Support and guidance to employees regarding appropriate attire

5.3 Employees

- Review and understand the requirements and expectations of this policy.
- Maintain a professional appearance by adhering to the policy guidelines.
- Notify their supervisor of any concerns related to compliance with the policy.

6.0 Application


6.1 General Guidelines

- Employees are expected to dress in a manner that reflects professionalism and good judgment.
- Clothing should be clean, well-maintained, and appropriate for a business setting.
- Personal grooming and hygiene are important aspects of professional appearance.

6.2 Dress Levels

The City's office environment recognizes different levels of dress depending on the nature of the employee's workday. These levels include

- **Casual:** Suitable for tasks that do not involve meetings or external interactions. Examples of acceptable attire include jeans, collared shirts, blouses, city logo clothing, and casual footwear.
- **Business Casual:** Appropriate for most workdays. This attire is polished yet relaxed, suitable for internal meetings and moderate external interactions. Examples of acceptable attire include slacks, collared shirts, blouses, dresses, skirts, and dress footwear.
- **Business Professional:** Required for days involving high-level external interactions, presentations, or formal events. Examples of acceptable attire include suits, dress shirts, blazers, ties, dresses and dress footwear.

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6.3 Personal Hygiene and Grooming

Employees must maintain good personal hygiene, grooming, and overall presentation. This includes well-groomed hair, nails, and personal hygiene. Employees will refrain from the use of scented products following the city's scent-free workplace policy.

6.4 Inappropriate Attire

The following items are generally not acceptable in the workplace:

- Clothing with offensive language or graphics.
- Revealing or overly casual attire (e.g., shorts above the knee, leggings, tank tops).
- Beachwear, workout attire, or clothing more suitable for leisure activities.
- Clothing that is excessively wrinkled, torn, or dirty.

6.5 Special Circumstances

On occasions where a specific dress code is required, employees will adjust their attire based on the specific demands and circumstances of the workday, such as client meetings, presentations, or special events, while still adhering to the overarching principles of the policy.

6.6 Compliance

People Leaders and HR are responsible for ensuring compliance with this policy.

If an employee's attire is deemed inappropriate or inconsistent with the policy they may receive a verbal warning and reminder about the policy guidelines, and/or be required to change their clothing.

Continuous disregard for the dress code may result in disciplinary action.

Revision History

Date	Description of Change	Initials
July, 2024	Replaces Workplace Dress	AD