

SECTION: ADMINISTRATION

SUBJECT: DRESS CODE POLICY

Original Resolution No.: 06-05-59

Dress Code Policy

The County of Warner is committed to a dress code that reflects a conservative, professional and positive image of the municipality to the public. A proper dress code also assists with the County's commitment to the safety of those employees who work within an environment that may be potentially dangerous without proper clothing.

Guidelines

1. The following attire and fashions are **prohibited** to be worn or displayed in any department within the County:
 - a. Slogans or pictures on dress attire which contain profanity, nude or semi nude pictures, suggestive cartoons or other offensive material.
 - b. Extremely baggy and torn shorts or pants that reveal undergarments.
 - c. Revealing attire such as:
 - i. Shorts no greater than two (2) inches above the knee.
 - ii. Clothes which reveal the midriff.
 - iii. Clothes which are low cut and reveal cleavage.
 - iv. Clothes made of see-through materials.
 - v. Clothes that expose areas of the body usually covered in the workplace.
 - d. Gang attire of any nature.
 - e. Visible tattoos which contain profanity, nude or semi nude pictures, suggestive cartoons or other offensive material.
 - f. Jewelry in pierced body parts must not be worn while on duty other than in the ears where a maximum of three (3) earrings can be worn in each ear.
 - g. Hair colors shall be conservative (for example: no pink, blue, green, purple, etc.)
2. Acceptable dress codes for the various County departments are as follows:
 - a. Administration Office
 - i. Mondays through Thursdays - "Business casual" attire may be worn. Typically this type of dress would include suits, dresses, skirts, dress pants, khaki's, colored jeans (must not be faded or blue), dress shoes, dress sandals (no flip flop/thongs), nylons/socks, blazers, dress shirts, golf shirts, turtle necks, and sweaters. When dressing in business casual attire, employees should keep in mind all appointments with the public and dress accordingly.
 - ii. Fridays - These days are considered to be "casual" days. Business casual attire as well as blue jeans, casual shirts and casual shoes are permitted provided they are in good condition. Once again employees should exercise discretion, keeping in mind all appointments with the public and dress accordingly. Jogging attire, sweatsuits, and tank/halter tops are not deemed acceptable.

- iii. Discretion will be granted for Administration Staff, such as GPS Technicians and Assessors and others as necessary, regarding their dress standards due to their need to work with equipment, being outdoors or be in situations where business casual attire is inappropriate, while performing their duties and responsibilities.
- b. Public Works, Ag Service Board Department, Parks and Waste Transfer Station
 - i. Sunday through Saturdays - Regular work attire consist of jeans, pants, shirts, tee-shirts, coveralls, hats, steel toe work boots or shoes, and other protective clothing as outlined within the Safety Policy. The supervisor has the discretion to allow other attire to be worn in special work situations. Even when an individual is required to work beyond the regular work week, the dress code still applies.
 - c. Bylaw Department
 - i. Mondays through Fridays - Regular work attire consists of a uniform worn by Special Constables. The exception to wearing the uniform is when the individuals are attending meetings with the general public where a uniform and status accompanied by it is not required. At these meetings and functions, regular business attire that is outlined in the Administration section of this policy is permitted.
3. Violations to the dress codes will be dealt in the following manner by the employee's supervisor or department head:
 - a. First Offence Employee will be sent home to change into the proper dress attire without pay for the time they are away from the workplace or job site. A letter of warning will be issued and placed in their personnel file.
 - b. Second Offence Employee will be sent home for the day without pay. A letter of reprimand will be issued and placed in their personnel file.
 - c. Third Offence Employee will be further disciplined which may result in the termination of their employment with the County due to cause.
4. Where an employee wishes to appeal the decision of Management or their Supervisor, they shall be entitled to appeal to the County Administrator, or directly to County Council in the case of employees who report directly to the County Administrator.
5. Exceptions to this policy will be at the discretion of the Administrator in consultation with the appropriate Department Head. There may arise special circumstances that may be interpreted as possible discrimination of religion, disability and gender which may require special consideration.