



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Policies and Priorities Committee

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: October 22, 2019

Report Number: CS-2019-38

Subject: Professional Appearance Policy

Recommendations

It is recommended:

That the Professional Appearance Policy No. 96, as appended to Report CS-2019-38 **be approved;**

And that Report CS-2019-38 regarding the Professional Appearance Policy **be received.**

Background

At the December 17, 2017, Regular Council Meeting, Council inquired about establishing a “Dress Code” for health and safety reasons for all employees.

The Corporation is committed to providing a safe and healthy environment for its employees and demonstrates this commitment by purchasing and supplying personal protective equipment and clothing (PPE) where any staff is required to perform a task in an environment that involves potential hazards. A PPE Policy has been adopted, under Section 4 – Hazards and Threats, as part of the Corporate Health & Safety Program.

Policies regarding clothing standards were researched from other municipalities and public organizations for common standards, etiquette and safety.

The representatives of CUPE Local 702.1 and 702.13 (Full-Time and Part-time Outside Workers) and CUPE Local 702.2 and 702.5 (Full-Time and Part-time Inside Workers) were all consulted on the standards, as well as each Department’s Director.

Proper grooming and professional appearance are important to gain not just positive impressions, but also respect in the workplace. First impressions matter and the way staff look and carry themselves has an impact on the public we serve and others in the workplace. Proper grooming and professional appearance is important for both men and women.

Comments

The Corporation currently has a policy regarding PPE, as previously indicated.

However, a policy regarding professional appearance has not been adopted.

Workplace attire should complement an environment that reflects an efficient and professionally operated organization. As each workplace continues to evolve with programs and services, the Corporation would like to ensure continued professionalism while fostering an environment of inclusion and comfort for all employees during working hours.

All employees must show professionalism and good judgement at all times related to appearance. With today's wide variety in fashion trends, it is impossible to describe every article of proper dress. Common sense and respect for our customers, visitors and fellow employees is the key to a strong, positive professional environment and caring image.

The proposed Professional Appearance Policy (Policy), attached as **Appendix 1** to this report, is intended to establish standards for all employees regarding:

- personal hygiene,
- appropriate and inappropriate workplace attire,
- the use of personal protective equipment during normal business operations,
- casual attire on Fridays, and
- compliance enforcement.

All employees' attire and personal hygiene shall be appropriate to their work environment at all times. All employees of the Corporation are representatives of the organization and, therefore, their overall appearance may affect both the public's impression of the Corporation and internal morale. Employees are expected to present themselves in a neat, professional manner within their workplace.

Enforcement of the Policy will be the responsibility of the management team - the Chief Administrative Officer, Directors, Managers and Supervisors - to ensure that employees abide by the established standards. The proposed Policy outlines steps if the Policy is contravened, in keeping with the Progressive Discipline Policy No. 64.

Appropriate and inappropriate attire are described in paragraphs 8 through 10 of the proposed Policy.

Paragraph 11 requires PPE to be worn at all times by all employees where such equipment and clothing is required, consistent with the Corporation's PPE Policy in Section 4 – Hazards and Threats of the Health & Safety Program. Paragraph 15 also requires all employees, who are issued clothing/footwear/hats by the Corporation as part of their daily uniform and personal protection, to wear their (clean, stain free) uniform during all working hours, including "Casual Fridays."

All employees who work outdoors, in the arena and in the fire service are provided clothing appropriate for their respective workplace, including: hats, shirts, pants, coats and boots. The By-law Enforcement Officer and Building Inspector are provided with uniform clothing. Clothing allowances are set in the Collective Agreements with each of the CUPE Locals.

Paragraphs 12 to 14 of the Policy permit a more casual attire on Fridays. In keeping with the current practice, staff are permitted to wear jeans (no rips, tears or stains) and running shoes on Fridays, save and except staff who are required to wear a uniform and PPEs. Participation in "Casual Fridays" is voluntary and is subject to a \$1 donation, the proceeds of which are given to a local charity(ies).

The proposed Policy is in keeping with the Town's Strategic Initiative to integrate the principles of health and wellness into all of Tecumseh's plans and priorities. The Policy strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances.

Consultations

All Departments
CUPE Locals' Representatives

Financial Implications

There is no financial implication to implementing this Policy.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
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- Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
- Ensure that Tecumseh’s current and future growth is built upon the principles of sustainability and strategic decision-making.
- Integrate the principles of health and wellness into all of Tecumseh’s plans and priorities.
- Steward the Town’s “continuous improvement” approach to municipal service delivery to residents and businesses.
- Demonstrate the Town’s leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

**Attachment
Number**

**Attachment
Name**

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Professional Appearance Policy No. 96