



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number: 96
Effective Date: [Click here to enter a date.](#)
Supersedes: [Click or tap here to enter text.](#)
Approval: [Click or tap here to enter text.](#)

Subject: **Professional Appearance Policy**

Purpose

1.0 The Corporation of the Town of Tecumseh (Corporation) requires that all employees present themselves in a safe and professional manner with regard to personal hygiene, attire, and appearance.

Scope

- Personal Hygiene
- Workplace appropriate attire
- Workplace inappropriate attire
- Personal Protective equipment
- Policy Compliance
- Casual Fridays

Policy

2.0 All employee's 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.

- 3.0 The Chief Administrative Officer, Directors, Managers and Supervisors are responsible for ensuring that all employees abide by this policy. Employees who are in violation of this policy may be sent home, with no compensation, and required to return back to work attired in an appropriate manner within a reasonable period of time in order to avoid formal discipline. Should repeated offences of this Policy occur, the individual may be subject to formal discipline in accordance with the Progressive Discipline Policy No. 64.

Personal Hygiene

- 4.0 Employees are expected to maintain personal hygiene requirements during hours of work.
- 5.0 Maintain personal cleanliness.
- 6.0 Use deodorant/antiperspirant, or other natural product, to minimize body odors.
- 7.0 No heavily scented perfumes, colognes and/or lotions. These can cause allergic reactions, migraines and respiratory difficulties for some employees or members of the public.

Workplace Appropriate Attire

- 8.0 **Men** - dress shoes, dress jackets, dress shirts, ties, dress slacks, khakis, sweaters, casual shirts with collars, turtle necks, ethnic cultural business attire.
- 9.0 **Women** - dress tops, blouses, dress pants, khakis, dress shoes/sandals, slacks, dresses, skirts (just above the knee), capris (mid calf in length), sweaters, pantsuits, ethnic cultural business attire.

Workplace Inappropriate Attire (Includes Casual Friday)

- 10.0 The following items are not permitted in any area during normal working hours:
- 10.1 Hats
 - 10.2 Low cut tops, halter tops, spaghetti strap tops, tube tops, unless covered by another article of clothing
 - 10.3 Tops that expose the midriff or underwear
 - 10.4 Mini-skirts
 - 10.5 Sweat pants, jogging pants, yoga pants, or athletic apparel,
 - 10.6 Pants that expose the midriff or underwear
 - 10.7 Shorts of any kind

- 10.8 Any form of clothing that is mesh, sheer, see-through or otherwise revealing
- 10.9 Any form of clothing that is overtly commercial, contains political, personal or offensive messages
- 10.10 Flip flop shoes

Personal Protective Equipment

- 11.0 Personal protective safety equipment must be worn at all times by all employees where such equipment is required.

Casual Friday

- 12.0 The Town employs a “Casual Friday” policy, wherein employees are welcome to wear workplace appropriate jeans (no rips, tears, or stains), and running shoes.
- 13.0 While Casual Friday allows employees to dress in a more casual fashion, employees should take into account the necessity to continually conduct themselves in a professional manner, and dress in such a way that will not create a negative perception for our customers, either internal or external.
- 14.0 Participation in Casual Friday is voluntary. Individuals may participate by making a donation of \$1.00 each Friday. The proceeds from Casual Friday will be donated annually to a local charity(ies).

Town Supplied Uniform

- 15.0 All employees who are issued clothing/footwear/hats by the Corporation as part of their daily uniform and personal protection, must wear their (clean, stain free) uniform during all working hours, including casual dress down Fridays.

Acknowledgement and Agreement

I acknowledge that I have read and understand the Professional Appearance Policy of the Town of Tecumseh.

Name: _____

Signature: _____

Date: _____

Witness: _____