



Corporate Policy

Dress Code

Policy Number: HR.7-01
Sub-Topic: Corporate Culture
Topic: Corporate Image
Applies to: All Employees

Policy Statement and Strategic Plan Linkages

The Town of Newmarket, as an employer, supports an inclusive employee culture of professionalism, respect in the workplace, corporate social and environmental responsibility, and a healthy and safe work environment that portrays a positive corporate image.

Purpose

This Policy provides guidance to all employees for appropriate clothing to wear in consideration of job duties, responsibilities and the workplace, inclusive of all gender identities and expressions, abilities, ethnicities and/or religious affiliations.

Definitions

Business Casual: refers to clothing employees would wear to report to work in a typical office environment. Examples of business casual clothing include business casual pants, shirts with or without collars, blouses, sweaters, casual dresses and skirts, and loafers, flat dress shoes and dress sandals.

Business Formal: refers to clothing employees would wear to attend a meeting of Council or acting as a representative of the corporation with external clients in any formal capacity. Examples of business formal office clothing options include suits (suit jacket/blazer/dress pants/dress/dress skirt), dress shirt, dress shoes, and tie.

Office Clothing: refers to business formal or business casual clothing appropriate for the operational requirements of an employee's position, duties and responsibilities within their workplace (whether in person or virtual).

Professional Appearance: employer expectations of employees reporting to work in appropriate, clean and neat office and/or Town issued clothing.

Town Issued Clothing: a piece of clothing or uniform displaying the Town's name or logo (i.e. Newmarket branded clothing) or employee's name while representing the employer at their workplace, or performing job duties and responsibilities during regular hours of operation.

Provisions

General

Employees must take into account their daily schedule and duties, and shall report to their workplace wearing business formal, business casual, or Town issued clothing as appropriate for the work day. Clothing worn to work must be clean and maintained in good condition.

An employee's professional appearance (including clothing, jewelry, tattoos, grooming, hygiene, cleanliness and neatness) shall be respectful, have a positive impact on the Town's corporate image, and support employee safety and identification. Clothing must comply with the requirements of health and safety regulations and other corporate policies and procedures while respecting the individuality of an employee's identity.

Town Issued Clothing/Work Wear/Uniform:

The Employer will supply employees with Town issued clothing, and items where required by the employer, health and safety regulations, or if the nature of the work requires special clothing. Town issued clothing requirements are determined by management and subject to change.

Union employees will be issued clothing in accordance with the provisions set out in the respective Collective Agreements as applicable.

Employees must return all Town issued clothing and uniforms not fit for wear to their Supervisor/Manager for proper disposal. Employees must not donate uniforms to any person, charity, or place them in a clothing collection bin.

Personal Protective Equipment (PPE) must be worn at all times in areas and for duties where required. Employee's clothing or accessories cannot obstruct their PPE at any time.

Employees who do not adhere to this Policy may be subject to disciplinary action as circumstances are identified.

Exceptions

For reasons of corporate social and environmental responsibility, or accommodation requirements, exceptions to this Policy shall include:

- 1) Accommodation:
Employees wearing clothing or shoes that are a therapeutic requirement to maintain the employee's health or accommodate a medical need or request (this can be temporary or permanent).
- 2) Designated Dress Down Days:
Eligible employees may wear jeans on Fridays when supporting charitable organizations such as United Way or Southlake Regional Health Centre "Dress

Down Friday” through Payroll deductions or other events supported by the Employer.

3) Summer Business Hours Period:

During the Summer Business Hours period, which generally falls between the Victoria Day and Labour Day weekends, employees in an office environment may wear summer business casual clothing to work. Summer business casual clothes must maintain corporate image, respect for the workplace and the visiting public. Examples of summer business casual clothing include dress shorts, capris and dress sandals.

Summer business casual clothing may be applicable before or after the Summer Business Hours season at the discretion of the Director, Human Resources who will notify employees via a corporate communique in May each year. The exception is where uniforms or personal protective equipment are required. “Inappropriate Clothing” also applies to summer business casual clothing during Summer Business Hours.

4) Work Environment:

On occasions when employees are performing job duties either in an office or outdoors that require more comfortable, less formal clothing (e.g. jeans), approval will be at the discretion of their Manager as appropriate.

Cross-References

Corporate Procedure:

Dress Code Procedure #HR.07-01-001

Corporate Policy:

Communications Use of Corporate Logo, Crest and Images Policy #COMM.2-01

Drug and Alcohol Policy #HR.5-02

Employee Performance, Counselling & Progressive Discipline Policy #HR.4-01

Harassment and Discrimination Free Workplace #HR.13-04

Other Government Legislation:

Occupational Health & Safety Act

Ontario’s Human Rights Code

Contact

Human Resources Department or at hr@newmarket.ca

Details

Approved by: Jag Sharma, Chief Administrative Officer

Approval Date: November 3, 2020

Policy Effective Date: January 1, 1999

Revision No. 001: May 9, 2005

Revision No. 002: September 12, 2007

Revision No. 003: October 28, 2020