



# **Dress Code Policy – Uniform Provisions**

## **Intent**

Town of Thorsby requires all employees to present themselves in a professional manner, with regards to attire, personal hygiene and appearance. These standards are commensurate with our organizational practices of appropriate business conduct, professionalism and dress code. To ensure that our standards of appearance are consistent, Town of Thorsby employees are required to wear Town of Thorsby approved uniforms / clothing during regular working hours.

### This Policy Shall Discuss:

1. Town of Thorsby uniform / clothing provisions;
2. Work-appropriate hygiene;
3. Acceptable levels of personal grooming;
4. Appropriate business attire;
5. Casual Friday;
6. Distribution Employees;
7. Workplace inappropriate attire;
8. Personal protective equipment;
9. Policy compliance.

## **Uniform / Clothing Provisions**

- Operational public-contact employees of Town of Thorsby shall wear issued uniforms while on-duty to aid in their identification, enhance security, and promote the professional image of the organization.
- Town of Thorsby employees are required to use all uniforms / clothing for work-related purposes only.
- Each uniform will bear a Town of Thorsby logo.
- Alterations may only be made with prior approval from Chief Administrative Officer.
- Uniform items are considered Town of Thorsby property.
- Issue of each uniform item will be recorded upon receipt.
- Town of Thorsby will provide replacements for normal wear and tear job-related reasons.
- Uniforms should be used only during working hours and should not be worn in places that would not represent the positive image of Town of Thorsby.
- Uniforms shall not be worn on the job while employed by an outside firm or while "moonlighting".
- Town of Thorsby branded clothing should not be worn in places that would not represent the positive image of Town of Thorsby.

## Hygiene

- Town of Thorsby employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.
- Employees are expected to maintain personal cleanliness daily.
- Use deodorant / anti-perspirant to minimize body odors.
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
- Clean and trimmed fingernails.
- Wash hands after eating, or using the restrooms.

## Personal Grooming

- Clothing must be clean, pressed, in good condition and fit appropriately.
- Socks or hose must be worn with shoes.
- Neat and well groomed hair, sideburns, mustaches and beards .
- Moderate make-up.
- Secured long hair.
- Clothing must not interfere with the safe operation of equipment.
- No dark glasses (unless prescribed by a physician).
- Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others.
- Body piercing must be limited.

## Business Attire

Any Town of Thorsby staff that maintains regular, in-person contact with customers will be required to wear appropriate business attire.

### Appropriate Business Attire

- Dress shoes, jackets, ties, slacks, sweaters, dress tops, dress pants, dresses, skirts, sweaters, pant-suits, dress shoes/sandals.

### Business Casual

- Town of Thorsby allows employees to wear business casual attire when not in contact with customers.
- Sales employees are encouraged to wear company-branded shirts and/or collared shirts as part of their business casual attire.
- Employees are expected to keep appropriate business attire on hand at all times in the event that they are required to attend an in-person customer meeting.

### Appropriate Business Casual Attire

- Collared shirts, either dress or golf. Khakis, slacks, skirts, dresses, dress shoes or casual dress shoes, sweaters.

## Casual Friday

- Town of Thorsby employs a "Casual Friday" policy, wherein our employees are welcome to wear workplace appropriate jeans (no rips, tears or stains), and running shoes (no rips, tears or stains).
- While Casual Friday allows our employees to dress in a more casual fashion, they should take into account the necessity to continually comport themselves in a professional fashion, and dress in such a way that will not create a negative perception by our customers either internal or external.

## Distribution Employees

- Employees that work in Distribution, or whose regular job duties include physical lifting may wear appropriate casual clothing (including jeans/shorts) at all times.

## Inappropriate Attire (including Casual Friday)

The following items are not permitted in any area during normal working hours:

- Sweat pants;
- Jogging pants;
- Pants that expose the midriff, underwear or leggings;
- Gym shorts;
- Bicycle shorts or other athletic shorts;
- Low-cut tops;
- Halter tops;
- Spaghetti strap tops;
- Tops that expose the midriff or underwear;
- Mini-skirts;
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing;
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting;
- Any form of clothing that is overtly commercial, contains political, personal or offensive messages;
- Plastic flip-flops or sandals;
- Beach footwear.

## Personal Protective Equipment

- Personal/Protective safety equipment must be worn at all times in areas where such equipment is required.

## Clarification

- Every Town of Thorsby employee is responsible for exercising sound judgment and common sense for his or her attire at all times. If an employee is deemed to be wearing inappropriate attire, their Manager is responsible for coaching the employee accordingly.
- Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines or a particular business areas dress requirements, contact your manager.

## Compliance

- Departure from appropriate grooming, hygiene and attire standards will result in employee counseling and/or disciplinary action up to and including termination of employment.
- Theme days are occasionally approved by the institution and/or appropriate department when a deviation from these guidelines is appropriate, and when the business necessities will not be affected.
- Personal appearance standards may be reviewed periodically and updated as deemed necessary.

## Acknowledgement and Agreement

I, \_\_\_\_\_ (Employee Name),

acknowledge that I have read and understand the Company Dress Code and Personal Hygiene Policy of Town of Thorsby.

I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy.

I understand that if I violate the rules of this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_