

Corporate Policies

SECTION: TERMS & CONDITIONS OF EMPLOYMENT
SUBJECT: Dress Code

POLICY/PROCEDURE NO. 2.4.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: January 1, 1999

APPROVED BY: Council AF123-2002

POLICY STATEMENT:

The Corporation wishes, at all times, to project a successful business image in keeping with our high standards of professionalism and corporate culture.

It is essential that all employees understand that appropriate dress is a condition of employment. In the end, common sense and management discretion shall prevail.

PURPOSE:

To clearly communicate and provide examples to all employees of what is considered to be appropriate dress.

SCOPE:

All employees. Department/Division regulations will prevail with regard to those employees required by occupation to wear a uniform (e.g. Fire, Transit, etc.).

PROCEDURE:

1. All employees, both uniformed and non-uniformed, must maintain an appearance that is neat, clean and tidy.
2. Traditional “business” attire is required for all outside contacts, unless the outside contact has a business casual policy.
3. The time “business casual” attire can be worn in each office will be determined and monitored by the management at each location and may vary by job classification.

Business Casual, is defined as follows:

- Sports Jacket
- Dress Slacks or Dress Cords
- Open Neck, collared shirt
- Blouse, Turtleneck or Sweater

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- Dress collarless shirt
- Dress shoes or sandals

Business Casual is NOT:

- Informal T-Shirts
- Halter, tank and tube tops
- Muscle Shirts
- Sweat Pants, Leggings, Tights, Spandex/Lycra Shorts And Pants
- Bib Overalls
- Jeans (any colour)
- Shorts
- Sandals, Flip Flops
- Running Shoes
- Caps
- Sweatshirts of any kind

4. Requests for exceptions to the above or clarification regarding a particular item of clothing or accessory should be directed to the employee's supervisor.

Note:

Offensive wording and/or graphics on articles of clothing will not be tolerated.

ACCOUNTABILITY:

All employees of the Corporation must act in accordance to this policy. Supervisors are accountable to ensure adherence to this policy as outlined.

ADMINISTRATION:

Human Resources Division, City of Brampton 1st Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

CONTACT:

Human Resources Advisor, Human Resources Division. (905) 874-2546 or (905) 874-3377