

**OLDS COLLEGE
POLICY**

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	C. Human Resources
SUBJECT:	Dress Code and Personal Hygiene
POLICY NUMBER:	C29
CROSS REFERENCE:	
NEW \ REVISED	
Administrative Services Committee	Academic Council
June 12, 2017	

POLICY STATEMENT

Olds College requires all employees to present themselves in a professional manner, with regards to attire, personal hygiene, and appearance. These standards are aligned with our organizational practices of appropriate business conduct, professionalism and dress code.

SPECIFIC GUIDELINES

Olds College recognizes that certain areas and functions within our campuses have varying needs in relation to dress requirements. As such, items not specifically addressed by this policy will be subject to management discretion for their area.

CLOTHING

Branded Clothing Provisions

- Operational public-contact employees of Olds College may be required to wear issued Olds College branded clothing while on-duty to aid in their identification, enhance security, and promote the professional image of the organization.
- Alterations may only be made with prior approval from your manager.
- Branded clothing provided for work purposes should not be worn in places that would not represent the positive image of the College.

Appropriate Business Attire

- Olds College staff are expected to maintain an appropriate level of dress befitting of their role and the type of interactions expected in the day to day functions of their job.

Examples of Appropriate Business Casual Attire

- Jackets, collared shirts (such as dress or golf), sweaters, dress tops, dress pants, slacks, khakis, dresses, skirts, sweaters, pant-suits, leggings, casual dress shoes/sandals/boots.

Campus Wide Special Events

- Olds College employs a "Casual Friday" policy, wherein our employees are welcome to wear workplace appropriate jeans and running shoes as long as they are in a work appropriate condition.
- 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.

Inappropriate Attire (including Casual Friday)

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

- Pants that expose the midriff or underwear;
- Bicycle shorts or other athletic shorts;
- Low-cut tops;
- Halter tops;
- Spaghetti strap tops;
- Tops that expose the midriff or underwear;
- Mini-skirts (shorter than length of arm);
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing if worn as a single (only) layer;
- 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;

Departmental Exceptions

- Employees that work in departments whose regular job duties include physical work may wear appropriate casual clothing at all times at the discretion of their supervisor.

HYGIENE

- Olds College employees are expected to meet hygiene requirements, as outlined below, during regular business hours for the duration of their employment.
- Employees are expected to maintain personal cleanliness such as oral hygiene, personal body odor and hand washing.

PERSONAL GROOMING

- Clothing must be clean, in good condition and fit appropriately.
- Neat and well-groomed hair, sideburns, mustaches and beards.
- Moderate make-up.
- Clothing and jewelry must not interfere with the safe operation of equipment.
- Tattoos that are perceived as offensive, hostile or diminish the effectiveness of the employee's professionalism must be covered, and not visible to staff, customers or visitors.

PERSONAL PROTECTIVE EQUIPMENT

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

CLARIFICATION

- Every Olds College 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 may be appropriate, and when the business necessities will not be affected.
- Personal appearance standards may be reviewed periodically and updated as deemed necessary.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President, Student and Support Services in conjunction with the Executive Director of Human Resources. This policy will be reviewed every five (5) years.