

<i>The Town of Fort Frances</i>	<b>SECTION</b> HUMAN RESOURCES
<b>Children's Complex Dress Code</b> <b>POLICY</b>	<b>NEW:</b> March 2007 <b>REVISED</b>
Resolution No. 150 (consent) 04/07	Supercedes Resolution No.
Policy Number 3.24	<b>PAGE 1 of 2</b>

**PURPOSE:** To ensure that a standard of dress is established that enhances the image of the Fort Frances Children's Complex.

**POLICY:** It is the expectation that all staff will dress in a manner that reflects professionalism. It is important for all Children's Complex staff to project a professional image at work by being appropriately attired. All staff members are expected to be neat, clean and well groomed while on the job.

**DRESS CODE**

- Dress style pants or dress cords in good condition.
- Capris (dress style) can be worn in the warm weather. Capris or skirts that are worn must be below the knee.
- Short tops or low-rise pants that expose the midriff or undergarments are not appropriate. Tops that are low cut, shirts with inappropriate sayings or shirts with advertising and any type of sweatshirt are not acceptable. All tops worn that are sleeveless must be one hand width. Shirts, tops, dresses, etc must have adequate coverage over the shoulders and around armholes.
- Outdoor clothing will be determined by the weather. In the winter it is essential to have a warm hat, mitts, boots and snow pants.
- Staff will be on their feet for extended periods of time so comfortable shoes are important. The ability to move quickly indoors and out is essential. Running shoes are appropriate while most dress shoes and sandals or foot wear with inflexible smooth bottoms that provide no grip is not. All footwear must be secure to the foot. Sandals can be wore in the warm weather months but must have a secure fitting front and back strap and good grips.
- Hats and baseball caps can be worn while outdoors with the children in the playground or on outings. No hats are permitted to be worn indoors unless it is a children's activity.
- Swimwear is only appropriate for field trips to the sportsplex pool or other beach swim trips. Swimsuits that expose the midriff and /or low in front or back or cut high on the legs are not acceptable.

- **Dress Down Fridays** – The Children’s Complex may declare Fridays as ‘dress down Fridays’. This will permit staff to wear jeans on this day. In conjunction with this, the Children’s Complex shall chose a charity of their choice in which donations shall be made on a regular basis. All staff will decide the amount for donations. These casual clothes must be presentable i.e. no tears, rips, stains, wrinkle free, etc.
- Certain working conditions and or assignments may allow for a clothing standard other than the dress code with Supervisor approval.

**INAPPROPRIATE CLOTHING:** Staff must not wear clothing that is wrinkled, tattered, torn, stained, faded, discoloured, frayed, inappropriate fit, etc. **A RULE OF THUMB** – If unsure that an article of clothing is acceptable, most likely it isn’t. If in doubt don’t wear it.

Any staff member that is improperly dressed will be sent home to change their clothes without pay. If a staff member is warned regarding unacceptable attire or sent home, a written warning will be issued. Continued disregard of the policy will be cause for further disciplinary action, which may result in termination.

Supervisory / Administrative – Supervisory and Administrative staff are to have awareness of their high public profile and this should be reflected in their appearance and dress at all times and dress accordingly.