

<b>Policy Title:</b>	Dress Code & Personal Hygiene		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input checked="" type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	January 30, 2020	<b>Effective date:</b>	January 30, 2020
<b>Policy Sponsor:</b>	Vice President, Administration & Finance	<b>Date last reviewed:</b>	January 30, 2020
<b>Date of Mandatory Review (expiry date)</b>	January 2025	<b>Date of last revision of Procedures</b>	January 30, 2020

## 1 POLICY

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

1. Employees are to dress in business/business casual attire suitable for their role in a professional educational environment and to present a clean, hygienic, and neat appearance at all times. Inappropriate attire is not permitted in any area of CMCC, including facilities in which CMCC has external clinics, during normal working hours.
2. Any employee who maintains regular in-person contact with customers, visitors or patients, or who is in contact with other individuals where it would be considered reasonable, will be required to wear appropriate business attire, as defined and required by their department/division.
3. During limited periods during the summer months, CMCC endorses more casual and informal work attire. Good judgement must be used and courtesy shown to co-workers by dressing in a manner that is presentable and appropriate at all times.
4. Employees are to ensure that their work attire meets the safety requirements for their position and are to wear personal protective equipment if deemed necessary.
5. Employees are expected to meet hygiene requirements while at work. This includes, maintaining personal cleanliness and performing oral hygiene to minimize body odours and avoiding use of heavily scented perfumes, colognes and lotions.
6. Employees will be accommodated with regard to dress code for religious, disability and/or other reasons subject to such accommodation resulting in undue hardship to CMCC.

## 2 PURPOSE

To project a professional image at CMCC.

## 3 SCOPE

All employees.

#### **4. INFORMATION AND COMPLIANCE PLANS** (not a comprehensive list)

- *Human Rights Code* (Ontario)
- *Occupational Health & Safety Act (OHSA)*

#### **5 RELATED POLICIES** (not a comprehensive list)

- Accessibility – Integrated Regulation: Employment Standards
- Code of Conduct – Employees
- Discipline – Employees
- Health & Safety
- Hours of Work
- Scent Free Environment

#### **6 DEFINITIONS**

Accommodation is the duty of an employer to give equal access to people who are protected by the Ontario's Human Rights Code. Accommodation means making changes to certain rules, standards, policies, workplace cultures and physical environments to ensure that persons under protected ground are not negatively affected.

Business attire examples include jackets, slacks, dresses, sweaters, dress tops, dress pants, skirts, pant-suits, dress shoes and dress sandals.

Business casual attire examples include jeans, khakis or slacks, tailored shorts, casual shirts, blouses or shirts (dress or golf), seasonal tops, CMCC logo shirts, sweaters, dresses, casual dresses, skirts and jean skirts, athletic shoes, loafers, flats, deck shoes, dress or casual dress shoes, dress sandals and leather deck shoes.

Dress Code is a set of standards to help provide employees with guidance about what is appropriate and not appropriate to wear at work.

Inappropriate attire examples include ripped/torn jeans, sweat pants, jogging pants, pants or tops that expose the midriff or underwear, gym shorts, bicycle or athletic shorts, low-cut, halter or spaghetti strap tops, athletic wear, mini-skirts, clothing that is mesh, sheer, see-through or otherwise revealing, or that is overtly commercial, contains political, personal or offensive messages, and plastic or rubber flip-flops or other beach footwear, or offensive jewellery.

Personal protective equipment is protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

Work is an activity in which wages are paid to an employee by an employer in return for providing the agreed upon services. Training and travelling for work during the workday are considered work. Employees are not considered to be working during eating periods, engaging in private affairs/pursuits and while commuting to work.

Workplace is any location at which an employee works, other than the personal residence of the employee, subject to ensuring that no public interaction is taking place, e.g. face time meetings.

**New Policy Approved (date):**

**Policy Revision History (dates):**

December 13, 2011

January 30, 2020

-----**END OF POLICY**-----

## **7 PROCEDURES**

1. New employees will have the policy explained during Orientation.
2. Employees requiring accommodation for religious, disability or other reasons are to discuss special requirements with the Director, Human Resources.
3. Departure from appropriate grooming, hygiene, and attire standards will result in employee counselling and may result in corrective action or progressive disciplinary action up to and including termination of employment. Serious breaches of the policy will require the employee to correct the situation by changing their attire. Any time away from work for this purpose will be without pay unless, at the written request of the employee, the use of vacation pay or other time credits is authorized.
4. Limited periods during the summer when students and visitors are generally not on campus, more casual working attire may be permitted. However in the event that employees are scheduled to attend business meetings with clients, customers, vendors, etc., either on or off campus, appropriate business attire is expected. Employees are to continually conduct themselves in a professional manner, and dress in a way that will not create a negative perception by customers, either internal or external.
5. It is imperative that employees who are required to operate equipment in the workplace maintain health and safety standards. Employees are therefore required to ensure that: clothing is in good condition and fits appropriately; long hair is secured; jewellery is limited, particularly eliminating dangling or large hoop jewellery that may create a safety hazard. No dark glasses are permitted unless prescribed by a physician.
6. Managers are to:
  - a. ensure employees are familiar with the dress code and counsel employees with respect to the dress code
  - b. respond to complaints regarding the dress code and its application
  - c. ensure the dress code meets safety requirements in their division/department
  - d. refer any employee requiring accommodations of dress code for religious or disability reasons to the Director, Human Resources.
7. Employees are to:
  - a. adhere to the dress code and present themselves in a professional manner
  - b. discuss any issues regarding the dress code with their manager.
8. Individual situations relating to appropriate workplace attire and personal hygiene may be addressed on a case-by-case basis. Employees with questions about these guidelines or a particular business area dress requirement are to contact their manager.

**New Procedure Approved (date):**

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January 30, 2020

## **8 ATTACHMENTS**

None