



CORPORATION OF THE NATION MUNICIPALITY

POLICY

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Policy Title: Professional Image and Attire Policy

Effective Date: 2025-XX-XX

Approval Authority: CAO

Resolution / By-law Number: N/A

Scheduled Review Date: 2028-XX-XX

Policy Contact: Pierre Leroux, CAO

Initiating Department: Administration (Human Resources)

Abstract: Establishes guidelines for professional appearance and attire to maintain The Nation Municipality's public image and ensure health and safety in the workplace.

Note: This policy replaces the *Professional Image and Attire Policy* (Policy No. PER/2003-01), which was approved by Council via Resolution No. 2003-258 on June 1, 2003.

Revision History:

Date (YYYY-MM-DD)	Nature of Change	Approved by	Comments
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Policy Statement

The Nation Municipality recognizes the importance of presenting a professional image in the workplace, outside the workplace during working hours, and in the community during work-related public events. Employees collectively contribute to the Municipality's public image, and their personal appearance, quality of service, and positive attitude are essential in creating and maintaining a favorable reputation.

This policy supports our core values of dedication to excellence, collaboration across teams, and transparency in how we present ourselves. It fosters an environment where adaptability and inclusivity are encouraged, while maintaining standards that reflect our commitment to fiscal responsibility and community service.

Purpose

To define expectations for employee attire and personal appearance that promote professionalism, safety, and inclusivity. By aligning personal presentation with organizational standards, this policy enhances service delivery, public trust, and employee confidence.

Scope

This policy applies to all employees of The Nation Municipality.

Legislative Authority

This policy is guided by the following legislation and regulatory frameworks:

- a. Occupational Health and Safety Act (OHSA), R.S.O. 1990, c. O.1
- b. Ontario Human Rights Code, R.S.O. 1990, c. H.19
- c. Municipal Act, 2001, S.O. 2001, c. 25

Definitions

- a. **Professional Attire:** Clothing and grooming that align with the organization's standards for neatness, safety, and suitability.
- b. **Casual Attire:** Informal but presentable clothing, such as clean, non-ripped denim.
- c. **Personal Protective Equipment (PPE):** Safety gear required to reduce workplace hazards.
- d. **Public-Facing Role:** Roles involving direct interaction with external parties.
- e. **Cultural Attire:** Clothing significant to a person's cultural or religious identity.

Policy

6.1 Requirements

- a. Employees must maintain a professional appearance that is neat, clean, properly fitted, and appropriate to the work environment. Attire must not pose a safety risk or interfere with job performance.
- b. Casual attire, such as clean, non-ripped denim, is permitted on Fridays.
- c. Employees required to wear uniforms or personal protective equipment (PPE) must do so for their entire shift, in accordance with departmental or legislative requirements.
- d. Tattoos and piercings are allowed, provided they do not display offensive or inappropriate imagery.
- e. Perfumes and colognes must be used in moderation to respect those with sensitivities.

6.2 Inappropriate Attire

The following items may be considered unprofessional or unsuitable for the workplace. This list is not exhaustive, and supervisors may exercise discretion based on context:

- a. Provocative, revealing, or see-through clothing
- b. Beachwear or swimwear
- c. T-shirts, halter tops, camisoles, or hooded sweatshirts in non-casual or public-facing environments
- d. Jogging pants, sweatpants, leggings or tights without a top reaching mid-thigh
- e. Ripped or distressed denim
- f. Shorts are not permitted unless specifically approved for casual Fridays or as part of a departmental dress code. Where allowed, they must not be shorter than two inches above the knee.
- g. Caps or hats indoors (except for cultural, medical, or religious reasons)
- h. Military or medical attire unless required for the job
- i. Clothing or accessories with offensive or inappropriate messages
- j. Inappropriate costumes or extreme grooming styles that disrupt professionalism
- k. Revealing or inappropriate Halloween costumes; good judgment is expected.

6.3 Inclusion Statement

The Nation Municipality supports attire that reflects employees' cultural, religious, or personal identities, as long as it maintains professional standards and does not pose safety concerns.

Accommodation requests may be submitted to Human Resources.

These requests will be considered in accordance with the Ontario Human Rights Code and applicable employment legislation.

6.4 Remote Work Guidelines

- a. Professional standards apply during video calls or public-facing virtual meetings.
- b. Employees should dress as they would for in-office meetings.
- c. Backgrounds visible on camera must be tidy and free of distractions or inappropriate items.

6.5 Enforcement

- a. Supervisors and department heads are responsible for addressing attire concerns respectfully.
- b. Non-compliance may require the employee to change into appropriate attire at their own expense.
- c. Repeat or willful non-compliance may lead to progressive discipline.
- d. Enforcement must reflect the Municipality's values of **respect, collaboration, and transparency**.

Responsibilities

Employees

- a. Use sound judgment, dress appropriately, and consult supervisors or HR when in doubt.

Supervisors / Department Heads

- a. Communicate expectations, ensure compliance, and address concerns fairly.

Human Resources

- a. Provide policy guidance, coordinate training, and manage accommodations.

Administration

- a. The Human Resources Department oversees implementation, consistency, and communication of this policy.
- b. Once approved, this policy becomes an internal operational document managed by the CAO.
- c. Council may request a review or update at any time.

Exemptions (if applicable)

- a. Public Works employees working in garages or outdoors may wear jeans and T-shirts. (shorts are not permitted)
- b. Departmental dress codes supersede this policy for roles requiring specific uniforms or PPE.
- c. Cultural, medical, or religious attire accommodations may be made via HR.

Housekeeping Amendments

Minor, non-substantive changes (e.g., typos or updated contact info) may be made by HR without formal re-approval. All changes will be logged.

Errors or Omissions

The Human Resources Department will assess and address any errors or omissions in the policy. Interim guidance may be issued pending formal updates.

Policy Review

- a. This policy will be reviewed every three (3) years or earlier if legislative, operational, or best practice changes occur.
- b. Human Resources will lead the review.
- c. Council may request review at any time.

Effective Date

This policy takes effect upon approval by the Chief Administrative Officer (CAO). It will be distributed to all staff through internal communication channels.

All employees are responsible for reviewing and adhering to this policy as part of their terms of employment.

References (if applicable)

- a. Occupational Health and Safety Act (OHSA)
- b. Ontario Human Rights Code
- c. Municipal Act, 2001

Approval

Approved by: Pierre Leroux, Chief Administrative Officer (CAO)

Signature: _____

Date: _____

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