



Section 2.0 STANDARDS OF CONDUCT	Subject <i>2.16 DRESS CODE</i>		
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SCOPE

North Peace Housing Foundation dress codes shall apply to all employees while on duty. All staff working in the food service capacity must follow the Food Safe course procedures for dress and grooming. Adherence to the dress code is a condition of employment. Repeated non-compliance with the dress code by an employee will result in corrective action being taken by the employer.

Every NPHF 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, his/her Manager is responsible for coaching the employee accordingly.

ATTIRE

Employees working in Resident Services, Recreation and Maintenance are required to wear Foundation-approved workwear appropriate for their duties, and in a manner that:

- Meets job safety requirements
- Meets infection prevention and control requirements
- Is suitable for the job they perform
- Reflects professionalism in the workplace
- Must be properly fitted, clean and neat in appearance

Resident Service Attendants must wear clean, freshly laundered NPHF scrubs daily, due to a presumed degree of contamination following a shift.

Recreation Attendants require appropriate attire to reflect a professional image. This includes:

- Clothing must be properly fitted, clean, pressed, neat, and in good repair.
- Non-denim pants, such as khakis or cotton pants, button down shirts, collared polo/knit shirts, blouses, sweaters, and cardigans
- Clothing that is not acceptable includes: jeans, muscle tank tops, spaghetti-strap tops, spandex/workout leggings, sweatpants, items containing political, personal, or offensive messages, apparel that is tight-fitting, transparent, or low cut, etc.
- Approved promotional clothing is encouraged when on outings (e.g., vests, windbreakers, summer/winter jackets, etc.)

Maintenance Workers require attire appropriate for their duties, including:

- Clothing must be properly fitted, clean, pressed, neat, and in good repair.
- Jeans, khakis or cotton pants, button down shirts, t-shirts (long or short sleeved), collared polo/golf shirts, sweaters, and sweatshirts
- Clothing that is not acceptable includes muscle tank tops, spaghetti-strap tops, spandex/workout leggings, sweatpants, items containing political, personal, or offensive messages, apparel that is tight-fitting, transparent, or low cut, etc.

Administrative Support, Management, and Senior Management require appropriate business casual attire to reflect a professional image. This includes:

- Clothing must be properly fitted, clean, pressed, neat, and in good repair.
- Attire such as suits, non-denim pants (pressed khakis or cotton pants), jackets, shirts, skirts, and dresses which are not formal but appropriate for the workplace (hem just above, at, or below the knee), pressed long/short-sleeved buttoned-down shirts, collared polo/knit shirts, blouses, sweaters, and cardigans
- Clothing that is not acceptable includes: jeans, muscle tank tops, spaghetti-strap tops, spandex/workout leggings, sweatpants, items containing political, personal, or offensive messages, apparel that is tight-fitting, transparent, or low cut, etc.



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Employees may wear suitable (themed) clothing at a pre-approved Foundation program or event.

EMPLOYEE IDENTIFICATION

Employees required to wear scrubs, or a uniform shirt will have their name and Foundation logo embroidered on their shirts/tops.

FOOTWEAR

Appropriate footwear for lodge staff is closed-toe, closed low-heel shoes, which provide good foot support. Soles must be non-marking and constructed of skid-resistant material.

Maintenance and outside workers must have footwear that is steel-toed.

Administration will have footwear that is consistent with normal business attire. Dress shoes with heel up to 2 ½ - 3 inches with a non-slip sole are considered appropriate. If entrance to a resident care area or restricted area is required, the worker must change into appropriate footwear.

Running shoes and flip-flops are not considered appropriate business attire.

In all cases, footwear must be clean and neat in appearance at all times.

SAFETY

All clothing and footwear must be compliant with all applicable safety regulations and Foundation guidelines at all times.

GROOMING

Hair, inclusive of beards and mustaches must be clean and neat in appearance.

Dependent upon the work situation, employees with long hair may be required to wear a hair net or have their hair held off their shoulders and above the collar by other means.

Employees must remain conscientious of their personal hygiene at all times while on duty.

In consideration of other employees and clients, employees should refrain from wearing heavily scented products.

JEWELRY

While on duty, the wearing of jewelry by an RSA, Recreation Attendant or Maintenance Worker is restricted to earrings, watches, wedding band/ring, etc. which, during the normal course of completing their work tasks, presents no hazard to residents, co-workers, or themselves. Employees with pierced ears are strongly encouraged to wear sleepers or small studs

Medic alert bracelets are not considered jewelry and may be worn.

CASUAL FRIDAY

Central Office staff are permitted to dress more causally on Fridays. Clothing choices should still be neat and presentable.

- Jeans, without holes, are acceptable.
- Muscle tank tops, spaghetti-strap tops, spandex/workout leggings, sweatpants, items containing political, personal, or offensive messages, apparel that is tight-fitting, transparent, or low cut, flip-flops, etc., are not suitable office attire.



North Peace Housing Foundation
Human Resources Manual
Policy NPHFHR 2.16

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**RESPONSIBILITY
AND COMPLIANCE**

It is the responsibility of all supervisory/management personnel to ensure employee compliance with the dress code.

Approved: _____

Tammy Menssa, Executive Director

Date: November 16, 2022 _____