



## Dress Code & Staff Identification Policy

<b>Policy Number:</b>	<b>HR-008</b>
<b>Policy Category:</b>	<b>Human Resources</b>
<b>Approved by:</b>	OPL Board
<b>Accountability:</b>	CEO
<b>Approval Date:</b>	
<b>Effective date:</b>	
<b>Next Review Date:</b>	<u>2028</u>
<b>Supersedes:</b>	<u>2021</u>

### PURPOSE STATEMENT:

~~Oakville Public Library (OPL) employees contribute to the library's culture and reputation in the way they present themselves. A professional appearance is essential to a positive impression with customers and reflect employee pride and inspire confidence on the part of such persons.~~

Oakville Public Library is committed to maintaining a professional, respectful, and inclusive workplace. The purpose of this policy is to ensure our dress code and identification reflects these values by supporting a safe, healthy, and positive work environment while upholding the library's public image.

### SCOPE:

This policy applies to all library employees and volunteers ~~(including but not limited to full-time, part-time, students, volunteers, interns).~~

### POLICY STATEMENT:

Oakville Public Library (OPL) employees and volunteers will maintain a professional appearance at work. All employees are required to ~~should~~ contribute to a positive impression of the Library while adhering to the following principles:

- Incorporate occupational health and safety recommendations for appropriate attire;
- Dress in such a way that work can be completed efficiently;
- Dress appropriate to the work situation while recognizing cultural norms and religious requirements;
- Dress in a neat and tidy manner;
- Dress to portray a competent professional image through workplace attire;

- Wear appropriate staff identification to be identifiable at all times while working on or off-site.

### **RESPONSIBILITIES**

#### **Employer:**

- Leaders will discuss the dress and identification policy with the new employee at the time of hire.
- Leaders are responsible for the monitoring and reinforcing the dress code and staff identification policy and procedure.

#### **Employees:**

- Employees are responsible to dress in an appropriate manner for the work situation while recognizing cultural norms, religious requirements, and health & safety requirements.
- Employees are expected to wear staff identification at all times when in a physical OPL building or working at off-site locations.

-

### **REFERENCES:**

Occupational Health and Safety Act (OHSA)

Ontario Human Rights Code