



## 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>November 22, 2018</b>
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<b>Supersedes:</b>	<b>Dress Code</b>

### **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.

### **SCOPE:**

This policy applies to all library employees and volunteers.

### **POLICY STATEMENT:**

Oakville Public Library (OPL) employees and volunteers will maintain a professional appearance at work. All employees 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.

### **RESPONSIBILITIES**

The manager/supervisor will discuss the dress and identification policy with new employees at the time of hire.

Managers and supervisors are responsible for monitoring and reinforcing the dress code and

staff identification policy.