

# REPORT

## Oakville Public Library Board

Meeting Date: April 17, 2025

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**FROM:** Oakville Public Library

**DATE:** April 8, 2025

**SUBJECT: Dress Code and Staff Identification Policy – April 17, 2025**

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### **RECOMMENDATION:**

That the Dress Code and Staff Identification Policy be received for approval.

### **KEY FACTS:**

The following are key points for consideration with respect to this report:

- The Oakville Public Library (OPL) reviewed the following policy to ensure continued compliance with legislative requirements and alignment with the Town of Oakville's policies and/or procedures.
  - Dress Code and Staff Identification Policy (HR-008) - (Appendix B)
- OPL recommends changing the purpose statement for the Dress Code and Staff Identification Policy (Appendix A) to further reflect OPL's commitment to an inclusive workplace while maintaining a safe and healthy environment.
- The board was presented with this policy during the March 20, 2025 board meeting and minor changes were requested including the inclusion of volunteers under responsibilities and clarification around wearing ID while on breaks.

### **BACKGROUND:**

OPL has an ongoing review process for Human Resource policies and related procedures. OPL continues the practice to align Human Resource policies and procedures to the Town of Oakville where appropriate.

OPL recommends changing the purpose statement for Dress Code and Staff Identification Policy (Appendix A) to reflect our commitments to an inclusive workplace and to maintaining a safe and healthy environment for staff to come to work every day.

By using OPL's Inclusion Policy and associated Town of Oakville's Inclusion Lens to guide policy review, OPL updated the Dress Code and Staff Identification Policy to reflect its commitment to inclusion in the purpose statement to ensure all staff and volunteers can feel a sense of belonging when they come to work.

In addition, OPL the policy was updated to highlight that a safe and healthy environment is a priority for not only ensuring compliance to the *Occupational Health and Safety Act* but to recognize the need for a secure environment. To help achieve a more secure environment across all facilities, OPL has updated the policy to require that staff identification must be always worn while working to ensure staff are identifiable while working on or off premise. OPL has clarified within the related procedures on the difference between a name tag which is worn when with working with the public versus a security badge that is worn while working in a OPL or town-owned facility.

The board was presented with this policy during the March 20, 2025, board meeting and the following changes were requested:

- Inclusion of volunteers under responsibilities
- Clarity around an employee's requirement to wear staff identification while working. This would allow staff to remove their name badge during breaks. It is important to note that while employees can remove their name badges while walking through the public floor during a break, they are still required to wear their security ID badge.

All related procedures to the Dress Code and Staff Identification Policy will be updated to align with the revised language in the policy following approval by the board.

**COMMENT/OPTIONS: N/A**

**APPENDICES:**

Appendix A – HR-008 Dress Code and Staff Identification Policy (2025)

Appendix B – HR-008 Dress Code and Staff Identification Policy (2019)

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Submitted by:

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