



Dress Code & Staff Identification Policy

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

Appendix A

- Wear appropriate staff identification to be identifiable at all times while working on or off-site. Employees and volunteers will be required to wear name tags while working directly with the public either on-site or off-site. Employee will be required to wear security badges when in an OPL or town-owned property security during the course of their shift.

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 and Volunteers:

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

REFERENCES:

Occupational Health and Safety Act (OHSA)

Ontario Human Rights Code