

1. Introduction:

- 1.1 The **Rural Municipality of Whitemouth** dress code policy is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the Municipality. The goal is to be sure that we maintain a safe work environment along with a positive appearance as too not to offend residents, customers, clients, or colleagues.
2. The Rural Municipality of Whitemouth dress code policy applies to all Public Works employees.

2.1 Dress Code Policy:

- 2.1.1 During hours of employment, employees are expected to dress in full length pants at all times and shirts with sleeve's no more than two inches above the elbow. Some duties may require alternative clothing for safety as specified in safe work procedures. Steel toed approved ankle covered boot unless the day's tasks require otherwise.
- 2.1.2 Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- 2.1.3 Clothing with offensive markings or inappropriate designs, stamps, and crests are not allowed.
- 2.1.4 Clothing and grooming styles dictated by religion or ethnicity are exempt.

3. Dress Code Violations:

- 3.1 Supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes. Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination

4. Approved by Public Works Committee July 28th, 2020

Accepted as policy on July 28, 2020 , Resolution 222/20

