



## **DRESS CODE GUIDELINES for STAFF**

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The Town of Essex's Dress Code encourages its employees to dress comfortably, however, it is important that employees of the Town maintain a professional appearance while in the workplace or while attending company-sanctioned events, even when offsite. As such, appropriate attire should be worn at all times, in keeping with recognized standards, and in order to project a positive image.

All employees shall dress in a manner corresponding with the designated responsibilities of their job roles or job areas, including when working from home.

Operational employees issued a Town of Essex uniform item must wear it while on-duty to aid in their identification and to promote the professional image of the Town.

Personal Protective Equipment (PPE) must be worn at all times in areas where such equipment is required.

All other staff are to wear business casual attire.

### **Appropriate Business Casual Attire**

- Shirts that are collared either dress or golf, dress blouses, sleeveless blouses, tank tops that have a strap of 2-inches in width (approximately the thickness of 3 fingers).
- Khakis, slacks, dress pants, dress capris, dress shorts that are no more than 8 cm (3 inches) above the knee, dresses and skirts that are no more than 8 cm (3 inches) above the knee.
- Footwear can be dress or casual dress shoes, including open toed dress shoes.

### **Casual Friday (All Areas except those required to wear Town Issued Uniforms)**

The Town of Essex employs a "Casual Friday" guideline where staff are welcome to wear workplace appropriate jeans (no rips, tears, or stains). Jeans are an option for Friday ONLY unless noted by the CAO for a special event/occasion.

While Casual Friday allows our employees to dress in a more casual fashion, they should take into account the necessity to continually conduct themselves in a professional fashion, and dress in such a way that will not create a negative perception by our customers either internal or external.

### **Inappropriate Attire (including on Casual Friday)**

- Jogging pants/suits, track pants/suits, spandex/yoga pants.
- Low-cut or overtly tight, revealing tops.
- Shorts more than 8 cm (3 inches) above the knee and that isn't a dress short (no jean shorts).
- Tops or dresses that have spaghetti straps, are strapless, or a tank top that has straps less than 2-inches thick.
- Mini skirts or skirts/dresses more than 8 cm (3 inches) above the knee.

- Any item that exposes the midriff, that is mesh, sheer, see-through, or otherwise revealing.
- Any form of clothing that contains political, personal, or offensive messages.
- Flip-flops or sandals that would be considered beach footwear (e.g., Crocs) or being barefoot.

The Town of Essex reserves the right to prohibit any mode of dress or attire that may be deemed improper or inappropriate for conducting business or is disruptive to the working environment. Every employee is responsible for exercising sound judgment and common sense for their attire at all times.

If an employee is deemed to be wearing inappropriate attire, their manager is responsible for coaching the employee accordingly. Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. Should an employee continue to wear inappropriate attire disciplinary action may occur.

If you have any questions about these guidelines, please contact your manager.

 <b>Examples of Appropriate Attire</b>	 <b>Examples of Inappropriate Attire</b>
	



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**CHANGE RECORD LOG**

<b>Revision Level</b>	<b>Revision Date</b>	<b>Prepared By: (Position Title)</b>	<b>Approved By: (Position Title)</b>	<b>Description of Change</b>
A	2023May30	T. Stephens HR Coordinator	B. Sieben Manager, HR	<ul style="list-style-type: none"><li>• First document rollout (not an emailed note) with photo examples.</li></ul>