



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Dress Code for Staff

		Policy Number:	300.02
Adopted:	June, 2001	Former Policy Number:	200.10
Revised:	April 25, 2017	Policy Category:	Human Resources
Subsequent Review Dates:	N/A	Pages:	1

Belief Statement:

The Board believes that its employees need to project a professional image to the Catholic community. The professional image of our staff helps to instill high levels of confidence in our ability to provide exemplary, quality and faith-based education for our stakeholders.

Policy Statement:

The Board expects that all staff dress in a professional and appropriate manner that reflects the vision, mission and values of the Board as articulated in its multi-year strategic plan.

Glossary of Key Policy Terms: N/A

References: N/A



Dress Code for Staff AP 300.02

Procedure for:	All Employees	Adopted:	June, 2001
Submitted by:	Director of Education	Revised:	April 25, 2017
Category:	Human Resources		

Purpose

The purpose of this Administrative Procedure is to provide direction and guidance to employees with respect to the expectations of the Board regarding appropriate professional attire.

Responsibilities

It is the responsibility of all employees to adhere to this directive.

Information - N/A

Procedures

1.0 Dress Code

- 1.1 Employees are expected to exemplify grooming standards in a manner that projects an appropriate image for the employee, the school, and the board. Refer to the *Standard of Dress Guideline for All Employees* (Appendix A) for further information/suggestions.
- 1.2 Teachers of health and physical education or technology are expected to dress appropriately according to the subject being taught and safety requirements. For the elementary teacher teaching health and physical education, a return to professional attire is expected to take place during a natural break in the school day (i.e. recess, lunch hour).
- 1.2 Custodians are expected to wear their custodial uniform, including any safety equipment which is required, while on the job.

2.0 Theme Days and Retreats

- 2.1 Staff are encouraged to participate with the students on theme days and other dress-down days by wearing clothing in keeping with the theme. On these days, casual theme-related clothing is encouraged, keeping in mind that nothing should not compromise the relationship between either staff and students or staff and the larger community. Personal discretion should be used regarding theme days.

3.0 Staff Identification/Swipe Cards

- 3.1 All employees are expected to wear Board-issued staff identification/swipe cards in plain sight at all times while at the school/site or on official Board business (off-site meetings, workshops, etc.).

Definitions - N/A

References

BHNCDSB Workplace Footwear Administrative Procedure 300.35
BHNCDSB Staff Identification and Access Administrative Procedure (TBD)



Standard of Dress and Appearance Guidelines for All Employees

General Guidelines

All Board employees are to:

1. wear clothes that are neat, well-fitting, of an appropriate length, clean and in good repair; and
2. have a physical appearance that is well-groomed, neat and clean.

Acceptable Dress

Employees should dress in what is commonly accepted as general business attire and in keeping with one's specific duties, responsibilities and activities. Some suggestions include:

- dress shirt/tie
- collared, short or long-sleeved shirts (with or without tie)
- dresses, blouses, dress pants, dress shorts for women, skirts
- sweaters and turtlenecks
- non-denim slacks
- loafers, dress shoes, walking shoes, cushioned-soled shoes or safety shoes

Unacceptable Dress

The following are not acceptable dress attire for Board employees:

- sports and work-out apparel (e.g., muscle shirts, yoga pants, track suits, sweat pants, etc., unless required for a special class/task)
- revealing clothing, spaghetti strapped or strapless dress/tops
- offensive slogans or graphics on any clothing, including outer wear
- ripped, torn or badly worn denim apparel

Workplace Footwear

See Workplace Footwear Administrative Procedure 300.35