

COMMITTEE OF THE WHOLE JANUARY 21, 2008

GUIDELINES FOR APPROPRIATE OFFICE ATTIRE

Recommendation

The City Manager and the Commissioner of Legal and Administrative Services and City Solicitor, recommend:

THAT this report be received.

Economic Impact

None

Communications Plan

The guidelines will be provided to all employees through their department heads to advise them of the appropriate office attire expected by the City.

Purpose

This report provides information relating to guidelines for appropriate office attire as the City moves from Business Dress to Casual Business Dress.

Background - Analysis and Options

Given Council's strategic initiatives of staff excellence and in taking advantage of more casual and relaxed fashions in the business world, staff has developed Guidelines for Appropriate Office Attire which is attached. These guidelines ensure that staff continue to project a professional image while at the same time dress consistently with what is considered appropriate in industry throughout the year.

The guidelines reflect similar guidelines in place in both public and private sector employers.

These guidelines do not override any uniform requirements, nor do they override any requirements for personal protective equipment. They apply to office staff only. In addition, there may be circumstances when business dress will be required.

Relationship to Vaughan Vision 2020

This report relates to strategic initiatives B-1 and B-2 Valuing and Encouraging a Highly Motivated Workforce and Attracting, Retaining and Promoting Skilled Staff respectively.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

None

Conclusion

The Guidelines for Appropriate Office Attire provide for a more casual and relaxed atmosphere throughout the year than the existing business attire guidelines and support the strategic priorities set by Council in recognizing staff excellence.

Attachments

1. Guidelines for Appropriate Office Attire

Report prepared by:

Janet Ashfield, Director of Human Resources

Respectfully submitted,

Michael DeAngelis
City Manager

Janice Atwood-Petkovski
Commissioner of Legal and Administrative Services and City Solicitor

GUIDELINES FOR APPROPRIATE OFFICE ATTIRE

January, 2008

PURPOSE

The objective of these guidelines is to have employees project a professional image while taking advantage of more casual and relaxed fashions called business casual wear. Managers and supervisors are responsible for ensuring that appropriate standards are maintained within their work unit.

APPLICATION

These guidelines apply to all office employees of the City of Vaughan throughout the year. Casual Friday's remain in effect as does the United Way Casual Wednesday's as well.

Staff will dress according to their position in the organization and take into account their daily schedule. When attending Council or Committee meetings, external corporate meetings or representing their Department, a more traditional form of business attire may be appropriate to support the City's corporate image unless alternate protocols have been communicated.

Department regulations will prevail with regard to those employees required by occupation to wear a uniform, or where other than business casual wear is appropriate. Employees who are required to wear uniforms and personal protective equipment by nature of their job, should continue to do so, unless otherwise directed by their Manager.

DEFINITIONS

<i>Business Attire:</i>	Suits, ties and skirts or pants.
<i>Business Casual Dress:</i>	Clean, neat, professional clothing that does not require a suit or tie.
<i>Casual Fridays:</i>	Neat, clean, pressed clothing that fits correctly, is in good repair and does not bear slogans, pictures, logos and is not revealing or provocative. Acceptable clothing includes but is not limited to denim jeans, capri pants, shirts (with or without collar), sweaters, khakis and cargo pants and running shoes.

The following examples are not intended to be all inclusive. Rather, these items should help set the general parameters for appropriate and inappropriate business casual wear and allow staff to make appropriate judgments about items that are not specifically addressed.

Examples of acceptable business casual wear:

- Dress shirts or sweaters with collar
- Casual shirts with collars, golf shirts, turtlenecks
- Sweaters, with a shirt with a collar underneath
- Collarless shirt
- Sports Jackets and shirts, with or without a tie
- Dress pants or slacks (includes cotton, corduroy, and other fabrics, excluding blue denim)
- Dress shoes, loafers, deck shoes, lace-up shoes (excluding running shoes), dress boots
- Blouses, sweaters with or without a jacket
- Dress pants (includes corduroy, leather, suede, cotton pants and other fabrics, excluding blue denim), slacks (cotton), dress capris, culottes
- Dress with or without a jacket
- Skirt (includes suede and leather) knee-length or longer
- Short sleeve cotton knit shirts
- Dress shoes, loafers, deck shoes, lace-up shoes (excluding running shoes), dress sandals, dress boots

Examples of specific items of clothing that are considered not acceptable :

- Hats, caps or head coverings except for safety, religious, cultural or medical reasons
- Torn, wrinkled, unclean or poorly fitting clothing
- Overalls, shorts, sweat/track/jogging pants or shirt, spandex, stirrup pants, leggings, jeans (any colour)
- Muscle shirts, Halter top, tube top, tank tops, crop top, informal T- shirts (no collar)
- Spaghetti strap or strapless dress or mini skirts
- Vinyl clothing
- Bare midriff, exposed chest, low cut apparel
- Flip flops, sport sandals, athletic/running shoes, slippers, bare feet
- Clothing with political, obscene or inappropriate statements
- Garden, beach, or gym wear
- Clothing or tattoos bearing language or logos that are, or could be seen by others, as profane, racist, sexist or discriminatory in nature

Casual Friday Minimum Standard

- Denim jeans, capri pants, shirts (with or without collar), sweaters, khakis, cargo pants
- running shoes
- City of Vaughan logoed clothing

ACCOUNTABILITY/RESPONSIBILITY

Employees Exercise good judgement and dress appropriately at work. Consult with your manager/supervisor if you have a question about what is appropriate.

Maintain good habits of personal grooming, hygiene and neatness as they are part of your appearance, and reflect a professional image.

Employees who dress in a manner inconsistent with these guidelines will be counselled/coached, and may be sent home to change and will not be paid for such time.

Management: Communicate the accepted standards of attire, advising an employee about his/her attire, including safety requirements and any personal protective equipment that must be worn.

Ensure employees adhere to the guidelines by consistently enforcing and applying the guidelines within the work unit.