

## PATHWAYS ABILITIES SOCIETY

### **POLICY: DRESS CODE AND PERSONAL APPEARANCE**

**Applies to:** All Personnel, Volunteers and Person's Served

Original Approval Date: September 19, 2005

Date Board Approved: July 29, 2024

Replaces Policy Dated: September 14, 2020

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Board Member's Signature

### **PREAMBLE**

In order to ensure staff represent the society and individuals positively and professionally, a policy on appropriate attire is required

The purpose of this policy is to provide staff and volunteers with specific guidelines regarding clothing and personal attire required to ensure the safety and health of both staff and individuals, while promoting standards of personal appearance that contribute to an appropriate and professional image.

An employee's appearance affects persons served by the society as well as the attitudes and opinions of family, friends, professionals and the community at large. It is therefore critical to the success of the Society that its staff and volunteers maintain a professional appearance at all times.

### **POLICY**

Good personal hygiene must be maintained at all times. All staff and volunteers are expected to maintain a clean and neat appearance and a high standard of personal hygiene and grooming.

Pathways Abilities Society is a fragrance-free workplace. Staff, volunteers and people receiving service must refrain from using perfume, cologne, lotions and hair products that have extra scents in order to respect people who may be sensitive to fragrance.

Employees assisting with food preparation or assisting someone to eat, must adhere the requirements outlined in the Food Safe certificate program.

Employees that assist directly with personal care must keep their fingernails trimmed and at a length no longer than  $\leq \frac{1}{4}$  inch.

Clothing and appearance should adhere to general community standards and norms. While on duty, support workers, volunteers and people receiving service avoid dressing or acting in such a way as to draw undue attention to persons served, or to negatively

represent the society. Clothing will be neat, clean and free from immoderate or excessive holes.

Clothing that may negatively affect the attitudes or opinions of people with respect to persons served, or that is potentially offensive or indecent, is prohibited. This includes but is not limited to:

- Shorts must be mid-thigh or longer.
- Jeans, pants, shorts, sweatpants or skirts that are overly tight or expose the lower backside are not permitted.
- Midriff baring shirts, halter tops, tube tops or see through shirts are not permitted.
- Shirts with 4 cm straps are permitted, spaghetti straps are not permitted.
- Vulgar or lewd T-shirts are not permitted.
- Immodest exposure because of fashion holes or shredding is not permitted.
- Clothing and accessories commonly associated with gangs are not permitted.
- Clothing and accessories that display slogans or symbols supporting offensive ideologies or illegal practices are not permitted.
- Leggings and jeans with extensive tearing exposing a significant amount of skin above the knee are not permitted.

Shoes must be of a sturdy construction to provide firm footing as per Work Safe BC standards. Thongs, sandals, flip-flops and open toed shoes are not permitted for staff and volunteers working directly with individuals receiving service. People receiving service will be encouraged to wear shoes of a sturdy construction.

Because of differing roles within the society, the frequency of our contact with the public, families, businesses, and professionals and Pathways ongoing goal to be portrayed as a professional society; Employment Developers and leadership staff are required to dress business casual which is defined as no worn denim (business casual jeans should be clean and in good condition, free of any tears, fading or fraying.), no ripped pants, no crop tops, no sportswear i.e. casual workout style leggings (a business casual setting can be leggings-friendly as long as you wear them with an elegant shirt and loafers or boots), sneakers and well worn casual flats are not permitted nor are sweatpants, sweatshirts, off-the-shoulder shirts or dresses, T-shirts or tennis shoes. As a representative of the society you are looked upon to represent and dress for success.

### **Dressing for Specific Weather or Events**

Employees accompanying individuals to special events or to work activities will wear clothing appropriate to the designated event or job. Employees supporting persons served outdoors will ensure that they and the person served have appropriate dress for the likely weather conditions.

### **Work Clothing, Jewelry and Accessories**

Employees, volunteers and people receiving service will exercise good judgement in choosing their work clothing. Employees, volunteers and people receiving service are not to wear expensive jewelry or articles of clothing that are difficult or costly to replace if lost or damaged, or that increase the likely risk or injury to the employee or person served.

Employees working with or near persons served who have behavioral or physical support needs will not wear sharp, protruding jewelry (including chains and earrings), unsafe footwear such as sandals, open toed shoes, high heel or platform shoes, or other articles that could result in injuries to employees or persons served. Employees, volunteers and people receiving service will not be compensated for loss or damage to clothing or jewelry in situations described above.

### **Cultural or Religious Attire**

The society respects the right of employees, volunteers and people receiving service to dress in accordance with their ethnic, cultural or religious traditions. In the event that such dress may impact the employee's ability to safely or effectively fulfill their responsibilities, the society will seek a compromise acceptable to both parties.

### **Summer Wear**

Employees, volunteers and people receiving service may wear clothing appropriate for summer events and activities. Unless swimming, the minimum acceptable dress will be walking shorts, t-shirts, and closed-toe footwear.

Specific worksites may have additional dress code requirements, which Pathways Abilities Society staff will adhere to.

Persons not dressed appropriately will not be permitted to work their assigned shift, will not be paid accordingly and may be subject to the Pathways Abilities Society discipline policy.