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MUNICIPALITY OF SIOUX LOOKOUT  
ADMINISTRATIVE PROCEDURE NO. 3-54

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SUBJECT:           **Dress Code**  
SECTION:           Personnel  
APPLIES TO:       All Regular Employees  
EFFECTIVE:        June 19, 2019

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54.1    **POLICY**

The Municipality of Sioux Lookout expects employees to observe a standard of dress appropriate to the duties, responsibilities and requirements of their position and the work being performed on a particular day.

54.2    **PURPOSE**

To provide guidelines for the standards of dress expected from Municipal employees.

54.3    **COMPLIANCE AND ENFORCEMENT**

- a) Municipal employees shall present a professional and tasteful appearance at all times conveying a sense of respect to those to whom the employee provides service. The manner in which staff presents themselves to the public is a reflection of the professionalism the Municipality of Sioux Lookout strives to maintain.
- b) Employees who are required to wear uniforms, personal protective equipment and/or special footwear by nature of their job shall do so unless specifically directed by their Manager/Supervisor.
- c) Employees not required to wear a uniform may wear Business Casual Dress providing Formal Business Casual Dress is worn as required or otherwise communicated.
- d) Business Casual Dress means clean, neat professional clothing that is less formal than regular business attire. The Chief Administrative Officer (CAO) or Manager/Supervisor may relax dress standards to meet special circumstances such as office moves, site inspections or Municipal sanctioned casual days, such as "Jean Friday, Friday's only".
- e) Operational department staff (Public Works, Recreation and Culture, Airport, Facilities and Daycare) will also follow this policy but will be able to dress appropriately for the job they are conducting. For example: these employees are able to dress to facilitate the requirement to perform physical labour.
- f) Issues regarding inappropriately dressed employees should be directed to and addressed by the employee's Supervisor/Manager and/or Human Resources.

The following list outlines unacceptable attire for the workplace at any time. It includes, but is not limited to:

- a) Clothing with slogans including obscene or discriminatory statements or images
- b) Torn, unkempt or unclean clothing
- c) Beach-style footwear, slippers, bare feet or stocking feet
- d) Bare midriff, exposed chest
- e) Muscle shirts, halter or spaghetti strap or tube tops

- f) Short-shorts, mini-skirts, mini rompers and mini dresses

Jewelry, including facial jewelry, may be worn at work provided the following conditions are met:

- a) Wearing the jewelry creates no safety or health hazard.
- b) Wearing the jewelry does not interfere in any way with the employee's job duties or inhibits effective communication with co-workers or the public.
- c) The jewelry worn is not excessive, does not incorporate offensive symbols and is acceptable attire for the employee's workplace.

Exceptions to this dress code will be permitted on an individual basis where accommodation of an employee is required under the Ontario Human Rights Code.

Issues regarding inappropriately dressed employees should be directed to and addressed by the employee's Manager/Supervisor or Human Resources.

#### 54.4 **ACKNOWLEDGEMENT AND AGREEMENT**

I, (employee name), acknowledge that I have read and understand the Municipality of Sioux Lookouts' Dress Code Policy. Further, I agree to adhere to this policy and if I am in a supervisory role, I will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules or procedures outlined in this policy, I may face corrective action up to and including termination of employment.

Name:

Signature:

Date:

**THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT**

**BY-LAW NO. 54-19**

**BEING A BY-LAW TO AMEND BY-LAW NO. 50-05  
BEING A BY-LAW TO ADOPT PERSONNEL POLICIES FOR  
THE MUNICIPALITY OF SIOUX LOOKOUT**

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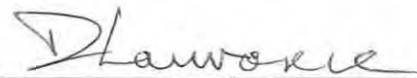
WHEREAS The Council of The Corporation of the Municipality of Sioux Lookout passed By-law No. 50-05, Being a By-law to Adopt Personnel Policies for the Municipality of Sioux Lookout on November 16, 2005; and

WHEREAS the Council of The Corporation of the Municipality of Sioux Lookout deems it advisable to further amend By-law No. 50-05, as amended;

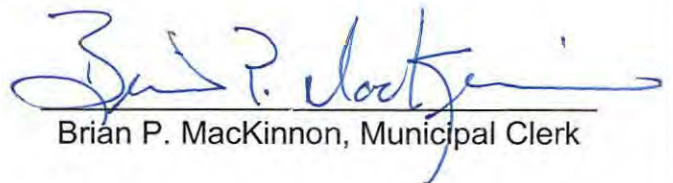
NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT ENACTS AS FOLLOWS:

1. THAT Personnel Policy No. 3-54, Dress Code be adopted; and
2. THAT this By-law shall come into force and take effect on the date of its Third Reading and final passing

READ A FIRST, SECOND AND THIRD TIME THIS NINETEENTH DAY OF JUNE, 2019.



Doug Lawrance, Mayor



Brian P. MacKinnon, Municipal Clerk