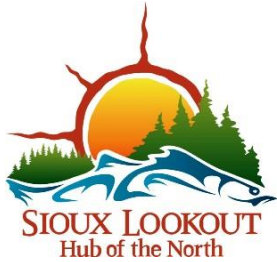


Clothing & Dress Code Policy



The Municipality of Sioux Lookout Human Resources Policy

Section:	Human Resources		
Policy No:	2026-HR-14	Date:	June 15, 2026
Approved by:	CAO	Repeal:	

Policy Statement

The Municipality of Sioux Lookout is committed to maintaining a safe, professional, and respectful workplace. This policy establishes standards for employee clothing, including the provision of safety footwear reimbursement, reasonable reimbursement for work-related clothing damage, and dress expectations that reflect the professionalism the Municipality strives to uphold.

Purpose

To provide guidelines for clothing allowances, reimbursements, and dress standards applicable to all Municipal employees.

Scope

This policy applies to all employees of the Municipality of Sioux Lookout across all departments.

Definitions

Term	Meaning
Business Casual Dress	Clean, neat, professional clothing that is less formal than regular business attire, as further described under General Provisions.
CSA-Approved Safety Boots	Footwear that meets the Canadian Standards Association (CSA) standard for protective footwear.
Work-Related Clothing Damage	Damage or destruction to personal clothing occurring directly as a result of performing assigned job duties under normal working conditions, not attributable to normal wear and tear or employee negligence.

For any questions or further clarification regarding this policy, employees are encouraged to contact the Human Resources Department.

General Provisions

Safety Boot Reimbursement

Designated staff of the Public Works, Airport, and Recreation and Culture Departments shall receive a reimbursement equal to the amount negotiated in the current collective agreement, once per year, upon submission of proof of purchase of CSA-approved safety boots.

Employees not subject to the above, who work in an environment where safety boots are required on an infrequent or occasional basis under the Occupational Health and Safety Act, will be reimbursed the amount negotiated in the current collective agreement on an as-required basis, upon submission of proof of purchase of CSA-approved safety boots.

Clothing required for health and safety, delineation, or identification purposes will be supplied on an as-required basis at the discretion of the Department Head.

Work-Related Clothing Damage

Where an employee's clothing is damaged or destroyed as a direct result of performing their assigned duties under normal working conditions, the employee may submit a request for reasonable reimbursement. All requests are subject to Manager approval on a case-by-case basis and are not guaranteed to a maximum of \$200 annually.

Reimbursement requests should be submitted to the employee's direct Manager with a brief description of the incident, the item(s) affected, and the approximate value. Normal wear and tear, damage resulting from failure to follow required safety procedures or use of required PPE, and damage occurring outside the scope of assigned duties are not eligible for reimbursement.

Dress Code

Municipal employees shall present a professional and tasteful appearance at all times, conveying a sense of respect to those they serve. The manner in which staff present themselves to the public is a reflection of the professionalism the Municipality of Sioux Lookout strives to maintain.

Employees required to wear a uniform, personal protective equipment, and/or special footwear by nature of their job shall do so unless specifically directed otherwise by their Manager or Supervisor. Employees not required to wear a uniform may wear Business Casual Dress, provided Formal Business Casual is worn when required or communicated.

Operational department staff (Public Works, Recreation and Culture, Airport, Facilities, and Daycare) will also follow this policy but may dress appropriately for the physical requirements of the work being performed on a given day.

The Chief Administrative Officer (CAO) or Manager/Supervisor may relax dress standards to meet special circumstances such as office moves, site inspections, or Municipality-sanctioned casual days (e.g., Halloween Costumes).

The following attire is unacceptable in the workplace at any time, including but not limited to:

- Clothing with slogans, political messaging, or obscene, discriminatory, or offensive statements or images;

- Torn, unkempt, or unclean clothing;
- Beach-style footwear, slippers, bare feet, or stocking feet;
- Bare midriff, exposed chest, muscle shirts, halter tops, spaghetti strap or tube tops; and
- Short-shorts, mini-skirts, mini rompers, or mini dresses.

Jewelry may be worn provided it creates no safety or health hazard, does not interfere with job duties or effective communication, and does not incorporate offensive symbols or be excessive for the workplace environment.

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

Concerns regarding inappropriately dressed employees should be directed to the employee's Manager/Supervisor or Human Resources.

Responsibilities

Role	Responsibility
Employees	Responsible for adhering to this policy, maintaining their attire and footwear in reasonable condition, and submitting any reimbursement requests honestly and with supporting information.
Managers and Supervisors	Responsible for consistently enforcing this policy within their teams, reviewing reimbursement requests in a timely and fair manner, and addressing dress code concerns respectfully and promptly.
Human Resources	Available to provide guidance on the application of this policy and to support accommodation requests under the Ontario Human Rights Code.

References

- Occupational Health and Safety Act, R.S.O. 1990
- Ontario Human Rights Code, R.S.O. 1990
- Current Collective Agreement
- Municipality of Sioux Lookout Progressive Discipline Policy

Review and Revision

This policy will be reviewed every three years or sooner if changes in legislation, operational needs, or collective agreement terms require an update. Revisions are subject to approval by the appropriate authority prior to implementation.