

DRESS CODE

INTRODUCTION

Clients form their first impression of our offices based partly on the dress and conduct of Board staff. It is necessary that staff attire presents a professional image. Board staff wear clothing commonly referred to as “business casual” attire.

REGULAR WORK DAY

Staff are normally expected to wear business casual attire Mondays through Thursdays. Inappropriate clothing includes:

- denim clothing (blue or coloured) such as jeans, shirts or skirts;
- sweat pants and shirts and T-shirts (i.e., light-weight collar-less shirts);
- sports clothing of any kind (e.g., jogging suits, sporty exercise jackets);
- leggings;
- shorts (unless they are women’s dress shorts with matching top or jacket); and
- running shoes.

Clothing must not only be appropriate, but it must also be clean, properly fitted and in good repair.

It may be necessary for Board staff to deviate from business casual when visiting worksites (particularly industrial worksites). This could include wearing more durable and stain-resistant clothing as well as the requisite safety equipment (e.g., steel-toed boots, hard hats, eye protection).

CASUAL DAY

Board staff normally wear casual clothing on Fridays. Should there be a holiday that falls on a Friday, Thursday does not become a “casual attire day”. The same holds true for staff who may not be in on Friday for other reasons. Depending upon a staff member’s duties on a casual Friday (e.g., holding a settlement meeting), it might not be appropriate to wear casual clothing.

Certain guidelines have been established to sustain the desired level of professionalism during casual day. All casual clothing is to be clean, properly fitted and in good repair. The following items of clothing are examples of inappropriate casual attire:

- faded or torn jeans;
- jogging suits;
- spandex pants;

- tank tops and halter tops;
- T-shirts or sweatshirts with advertising or slogans;
- shorts of any kind on men;
- rubber sandals (i.e., beach thongs, flip-flops);
- hiking boots and deck or boat shoes; and
- runners (if in bad repair).

SPECIAL EVENTS

It is, on occasion, appropriate to wear casual attire on days other than casual Friday. Special events such as Stampede Week, Klondike Days, and moving/cleaning days should be cleared with a member of Management Team prior to the event.