

<i>The Town of Fort Frances</i>	SECTION HUMAN RESOURCES
<u>DRESS CODE</u> <u>POLICY</u>	REVISED May 1992, December 1999, December 2006
Resolution No. 005 Consent 01/07	Supercedes Resolution No.
Policy Number 3.17	PAGE 1 of 1

1. POLICY STATEMENT

Clothing wear shall be neat, clean and presentable when dealing with the public as each department manager determines.

2. EFFECTIVE DATE

This policy comes into effect on December 11, 2006 and cancels and supercedes all previous dress code policies.

3. DRESS DOWN FRIDAYS

- A. Individual Divisions may declare Fridays as 'dress down Fridays'. This will permit staff to wear jeans on this day.
- B. In conjunction with this, individual departments shall chose a charity of their choice (or equivalent) in which donations shall be made on a regular basis. The individual departments will determine amounts for donations.
- C. These casual clothes must be presentable i.e. no tears, rips, stains, mid-riffs, profanity, or vulgar pictures – keeping in mind that this is a public office requiring a certain level of decorum.
- D. A sign shall be posted to inform public why staff is dressed casually and the charity that is being supported by this.

4. DRESS CODE FOR COMMITTEE OF THE WHOLE AND COUNCIL MEETINGS

- A. Committee members and staff shall be attired in no less than 'smart casual' wear (collared shirts and no jeans).
- B. The meeting chair may, if so requested, seek a majority opinion of Committee members present to determine any wear requiring a determination.
- C. Due consideration will be made for special and emergency meetings when advance notice for proper attire may not be possible.
- D. This policy as written does permit individuals to wear formal wear e.g. suit and tie as a personal choice.