

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

## 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.