

Procedure Number:	8007p
Procedure Title:	Dress Code
Approved by:	President
Approval date:	August 24, 2020
Effective date:	August 24, 2020
Review date:	June 30, 2020
Next review date:	June 2025

1. Purpose

1.1. These Procedures are designed to support the Dress Code policy.

2. Dress Code Guidelines

2.1. Employees must at all times dress appropriately and professionally, having regard to their role and the degree of contact they have with students, parents and other members of the public. If any employee is unsure about the dress code expectations for their position or department, they may contact their Supervisor or Human Resources for guidance.

2.2. Faculty and other employees who come into contact with students and other members of the public on a regular basis, should dress in appropriate business attire. Generally speaking, appropriate business attire includes dress shoes, jackets, sweaters, dress tops, dress pants, khakis, dresses, skirts, sweaters and pantsuits.

2.3. Except as otherwise stated in this Policy, the following items will generally be considered inappropriate in the University's workplace:

- Sweatpants or jogging pants;
- Pants and tops that expose the midriff or underwear;
- Bicycle shorts or other athletic shorts;
- Low-cut tops;
- Halter tops;
- Spaghetti strap tops;
- Any form of clothing with prominent brand name logos;
- Any form of clothing that is mesh, sheer, see-through, or otherwise revealing;
- Any form of clothing that is offensive, controversial, disruptive or otherwise distracting;
- Any form of clothing that is overtly commercial, or contains political, personal or offensive messages;
- Plastic flip-flops or sandals; or
- Beach footwear.

3. Casual Fridays

3.1. The University permits employees to dress more casually on Fridays, subject to the requirement that employees must always dress appropriately and professionally. The above general guidelines continue to apply to casual wear on Fridays.

3.2. Generally speaking, workplace appropriate jeans (no rips, tears, or stains), and running shoes (no rips, tears, or stains), are acceptable on Fridays.

3.3. It is important to emphasize that the same standards of professionalism are expected of employees, despite the more casual nature of the dress code on Fridays.

4. Exemptions

4.1. Nothing in this Policy should be interpreted as limiting the right of employees to dress in a manner that gives effect to their rights to freedom of expression or religious freedom, subject to the law. The University recognizes and will comply with its legal obligations under the BC *Human Rights Code*, including its duty to accommodate up to the point of undue hardship.

4.2. To comply with its legal obligations, the University may approve an exemption from the general guidelines contained in this Policy. A request for an exemption should be submitted in writing to the employee's Supervisor, specifying the nature of the clothing the employee wishes to wear, how it departs from the general guidelines in this Policy, and the reason for the requested exemption (e.g., religious reasons). Approval will not be withheld unreasonably, taking into account the University's legal obligations and its interest in projecting a professional business image, as well as the rights of the employee.

5. Breach of this Policy

5.1. Any employee who fails to comply with this Policy may be subject to disciplinary action, up to and including termination of employment.

6. Amendments to the Policy

6.1. The University reserves the right to amend or update this Policy from time to time at its sole discretion.