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| Policy Number:    | 8007            |
| Policy 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       |

**Policy Statement**

Employees of University Canada West (the “**University**”) act as representatives of the University.

Maintaining an appearance that is neat, clean and professional promotes a respectful working and learning environment, and a positive image for the University, both internally and externally.

**Purpose**

Employees of University Canada West (the “**University**”) act as representatives of the University.

Maintaining an appearance that is neat, clean and professional promotes a respectful working and learning environment, and a positive image for the University, both internally and externally.

**Scope**

This Policy applies to all employees of the University, including administrators, faculty and staff.

This Policy applies during working hours, and outside of working hours in connection with any activities that relate to the University’s business.

**Applicable legislation**

- BC Human Rights Code

**Associated procedure**

| Procedure Number | Procedure Title |
|------------------|-----------------|
| 8007p            | Dress Code      |

**Responsibility**

The Director, People & Culture (Human Resources) has responsibility for the decisions related to this policy.