

Policy No. 36, 2009

Policy Title: **Employee Dress Standards**

Date Adopted: July 21, 2009

Policy Purpose: The Town of Bentley encourages its employees to dress comfortably, however, it is important that employees of the Town of Bentley maintain a professional appearance while in the workplace or while attending Town sanctioned events (conferences, seminars, workshops, etc)

Policy Statement: All personnel shall dress in a manner appropriate with the designated responsibilities of their position or job duties.

All employees, regardless of the department they work in or the type of work they do, will be expected to govern themselves concerning their appearance. The public should be met by appropriately groomed and attired personnel.

The Town of Bentley reserves the right to prohibit any mode of dress or attire that may be deemed improper or inappropriate for conducting business or representing the Town at events.

Employees who work in an office atmosphere shall dress in a business (either formal or casual) manner and shall wear appropriate shoes which may include an open toed shoe or sandal. Plastic or rubber, beach type footwear such as clogs or flip-flops shall not be worn.

Employees who work in the Public Works department shall dress appropriately for both safety and appearance. The Town's Safety Policy sets out suitable clothing and shoes to be worn for safety purposes. The Town also has a separate policy regarding clothing provisions for Public Works employees.


Mayer
Chief Administrative Officer

I, _____ have
received, read, understand and agree to abide by the Town of Bentley
Personnel Policy, Overtime Agreement, Employee Code of Ethics and Oath
of Confidentiality.

Signed this _____ day of _____, 2010.

EMPLOYEE SIGNATURE