FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **DRESS CODE**		POLICY NO: HR-010
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: Dress Code HR03-110
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: FV Employees	

POLICY:
All employees of Family Visions Inc. will dress for work in attire that is respectful and suitable for the work setting.

PROCEDURE:
Personal appearance and hygiene play an important role in projecting a proper image. Appearances should always reflect what is appropriate for the job, work setting and personal safety.

Family Visions Inc. employees work in a wide variety of environments. This policy is intended to describe guidelines on what is considered appropriate dress for the workplace. These guidelines are not intended to be all-inclusive, but rather should help set the general parameters for appropriate attire and allow employees to use good judgement and common sense about items not specifically addressed.

1. Employees are required to project a professional image and dress appropriately to meet with the public at a moment's notice.
2. Employees are to be dressed neatly and well groomed while on shift.
3. Casual attire, such as jeans, polo type shirts or other types of collared shirts, dressy t-shirts or sweaters are acceptable.
4. Shorts with a minimum inseam of six (6) inches are acceptable during the hot weather.
5. Night attire including housecoats shall be worn when working sleep shifts.
6. Footwear should be selected according to the type of work performed keeping safety, comfort and professional appearance in mind. Flip-flops are not recommended.
7. Employee's wearing jewelry or accessories while on duty do so at their own risk.
8. Health and Safety attire may be required in designated areas (Protective clothing including but not limited to gowns, gloves, face masks, CSA approved footwear, closed toe shoes, hairnets, goggles, etc.).
9. No loose-fitting clothing or items that may cause a safety hazard in the workplace.
10. No un-hemmed cut-off jeans, workout attire or short shorts.

11. No revealing clothing, t-shirts with inappropriate slogans, halter-tops, clothing that exposes the midriff or lower back.
12. No clothing with obvious rips or holes allowed.
13. No baseball caps to be worn inside buildings (homes or day service).
14. One-piece bathing suits for females and short-style trunks for males.