



**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	No. of Pages
No. 605 Dress Code for Tri-County Regional Centre for Education Members, Employees, and Volunteers	06/07/05	July 7, 2015	2

It is the policy of the Tri-County Regional Centre for Education that Tri-County Regional Centre for Education Members, employees, and volunteers dress in a manner appropriate and acceptable to the nature of the work performed.

PROCEDURE UNDER POLICY 605

Rationale

1. The Tri-County Regional Centre for Education serves the public and believes the image that Tri-County Regional Centre for Education Members, employees, and volunteers project is important in establishing and maintaining a positive, respectful, and safe environment in the schools and worksites as part of its mission. Tri-County Regional Centre for Education Members, employees, and volunteers are expected to serve as role models for the students with whom they work and as leaders in the community. The attire must be appropriate, clean, tidy, and respectful. Any personal dress practices or preferences that prove offensive to others must be avoided.

Examples of Inappropriate Attire

1. Presenting a bodily appearance or wearing clothing that is disruptive, provocative, revealing, profane, vulgar, offensive or obscene. Clothing and or footwear which endangers the health and safety of the employee, for the described job at hand. i.e. flipflops/sandals for operational staff. Further examples of prohibited dress, appearance, or adornment include, but are not limited to, clothes not in good repair, exposed undergarments, sagging pants, excessively tight or short garments, bare midriff shirts, strapless shirts, attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise a product or service not permitted by law to minors, see-through clothing, attire that exposes cleavage, any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon, and any symbols, styles or attire frequently associated with intimidation or violence.



Application

1. The Policy applies to Tri-County Regional Centre for Education Members and all employees of the Tri-County Regional Centre for Education, including employees of contracted services, volunteers, probationary, permanent, term, spare, substitute, casual, contract, seconded or loan of service employees, whether to the Tri-County Regional Centre for Education, from the Tri-County Regional Centre for Education, or outside the Tri-County Regional Centre for Education.

Notification

1. Each Tri-County Regional Centre for Education Member, employee, and volunteer will be made aware of the Policy and Administrative Procedure.

Interpretation

1. The policy intends that if an employee's dress or appearance is such that it constitutes a threat to the health and safety of others, distracts the attention of other employees or students from their work or otherwise violates this dress code policy, the employee's immediate supervisor will require the employee to change his/her appearance.
2. A second or repeated violation of this policy shall result in disciplinary action.
3. Employees should consult with their immediate supervisor if there are questions regarding what constitutes appropriate personal attire.

Accountability

1. Employees are charged with a personal responsibility to comply with the policy and administrative procedures directives and intents.
2. Immediate Supervisors are responsible for identifying and/or clarifying the policy and administrative procedures compliance for the employees who report to them. Principals are the immediate supervisor of volunteers.

Monitoring

1. The Director of Human Resources shall be responsible to oversee the development and implementation of this policy.
2. This policy shall be reviewed annually.