



Rural Municipality of Corman Park No. 344 Policy

Policy # HR-003

Policy Title: Friday Casual Dress Code for the Office

Policy Objective:

To establish guidelines for casual dress on Fridays.

Authority:

Council Resolution: November 26, 2012

Policy:

The R.M. of Corman Park allows "Casual Friday" dress code provided the following guidelines are followed:

In general, casual wear can be determined to be clothing which can be worn to informal affairs such as a barbeque or informal family gathering, which can include cotton pants, jeans, dresses, skirts, blouses, turtlenecks, sweaters, runners, dress boots, sandals, etc.

The following parameters should be kept in mind when judging whether or not apparel is appropriate:

- 1) Clothing should ensure adequate coverage of personal body parts (midriff, navel, bust, buttocks, etc.) and undergarments at all times (bending or sitting);
- 2) Frayed or torn material on any garments is considered inappropriate;
- 3) Sweat pants or swimwear is considered inappropriate;
- 4) Bare feet and thongs are considered inappropriate;
- 5) Any vulgar or profane writing on any garment is considered inappropriate;
- 6) Any garment that would be considered inappropriate for any reason under the harassment policy will be dealt with as a violation of the harassment policy.

In the event that an employee is unsure of the appropriateness of the clothing, it should be approved prior to being worn for the day.

Keep in mind that casual Friday dress code is a privilege granted by the Council. In the event that clothing is inappropriate, the employee will be requested to change into alternate apparel.