

<i>The Town of Fort Frances</i>	SECTION MEMORIAL SPORTS CENTRE HUMAN RESOURCES
<u>Memorial Sports Centre Dress Code</u> <u>POLICY</u>	NEW: REVISED
Resolution No.	Supercedes Resolution No.
Policy Number	PAGE 1 of 3

PURPOSE: To ensure that a standard of dress is established that enhances the image of the Memorial Sports Centre.

1. **POLICY STATEMENT:** It is the expectation that all staff will dress in a manner that reflects professionalism. It is important for all Memorial Sports Centre staff to project a professional image at work by being appropriately attired. All staff members are expected to be neat, clean and presentable when dealing with the public.

2. **EFFECTIVE DATE**
This policy comes into effect September 2015 and cancels and supersedes all previous dress code policies.

3. **Dress Down Fridays –Administrative Staff only**
 - A. The Memorial Sports Centre may declare Fridays as ‘dress down Fridays’. This will permit staff to wear jeans on this day.
 - B. In conjunction with this, the Memorial Sports Centre shall choose a charity of their choice in which donations shall be made on a regular basis. All staff will decide the amount for donations.
 - C. These casual clothes must be presentable (i.e. no tears, rips, stains, wrinkle free, mid riffs, profanity or vulgar pictures), keeping in mind that this is a public office requiring a respectable level of decorum.

4. **Administrative Staff**
 - A. The town’s objective in establishing a business casual dress code is to allow our employees to work comfortably in the workplace with the goal of projecting a professional image for customers.
 - B. Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works for the beach, yard work, dance clubs, exercise session and sports contest may not be appropriate for a professional appearance at work. To further clarify, specific examples of clothing that is not appropriate may include, but not limited to the following:
 - Inappropriate pants include: sweatpants, exercise pants, above the knee shorts/skirts, overalls and spandex or other form fitting pants.
 - Inappropriate tops include: short shirts, tops that are too revealing, tops that have words, terms or pictures that may be offensive, tops with skinny straps, tops with large logos and sweatshirts.

- Headgear.
- Sunglasses (including on top of the head).

5. Lifeguards/Instructor/Receptionist and Marina Staff

- A. The town's objective in establishing a business casual dress code is to allow our employees to work comfortably in the workplace with the goal of projecting a professional image for customers.
- B. Required Uniform
Memorial Sports Centre staff shirt, Black Bottom, Bathing Suit and appropriate foot wear.
To further clarify, specific examples of clothing that is not appropriate may include, but not limited to the following:
 - Inappropriate tops include: short shirts, tops that are too revealing
 - Pants are not permitted on pool deck.
 - Shorts must be at least fingertip in length when hand is down by your side
 - Inappropriate pants include: sweatpants, exercise pants, above the knee shorts/skirts, overalls and spandex or other form fitting pants.
 - Headgear.
 - Sunglasses (including on top of the head).
 - Swimsuits that expose the midriff and /or low in front or back or cut high on the legs or two pieces are not acceptable.
 - appropriate footwear includes flip flops, sandals and runners.

6. Summer Program Staff

- A. The town's objective in establishing a business casual dress code is to allow our employees to work comfortably in the workplace with the goal of projecting a professional image for customers.
- B. Required Uniform
Memorial Sports Centre staff shirt, Black Bottom, Bathing Suit and appropriate foot wear
 - Inappropriate tops include: short shirts, tops that are too revealing.
 - Pants are not permitted on pool deck.
 - Shorts must be at least fingertip in length when hand is down by your side.
 - Inappropriate pants include: sweatpants, exercise pants, above the knee shorts/skirts, overalls and spandex or other form fitting pants.
 - Swimsuits that expose the midriff and /or low in front or back or cut high on the legs or two pieces are not acceptable.
 - Appropriate footwear includes flip flop, sandals and runners.

7. Student Attendants

- A. The town's objective in establishing a business casual dress code is to allow our employees to work comfortably in the workplace with the goal of projecting a professional image for customers.
- B. Required Uniform
 - Memorial Sports Centre t-shirt, sweatshirt or jacket
 - Jeans

8. Facility Attendants

- A. The town's objective in establishing a business casual dress code is to allow our employees to work comfortably in the workplace with the goal of projecting a professional image for customers.
- B. Required Uniform
 - Memorial Sports Centre t-shirt, sweatshirt or jacket.
 - Black, navy blue, or brown Carhartt type pants or coveralls.

Any staff member that is improperly dressed will be sent home to change their clothes without pay. If a staff member is warned regarding unacceptable attire or sent home, a written warning will be issued. Continued disregard of the policy will be cause for further disciplinary action, which may result in termination.