



## Town Hall Dress Code

**Purpose:** Town Hall is adopting guidelines regarding the expectation for employees' personal appearance and proper work attire effective August 12, 2024.

**Policy:** As public employees and representatives of the Town of Pembroke Park, we have a responsibility to present ourselves in a clean, neat and professional manner during working hours or when representing the Town. Employees are expected to exercise good judgement when choosing their work attire, and report to work presenting a well-groomed and professional image. To accomplish this goal, the Town has established dress-code guidelines for personnel.

**Procedure:**

An employee shall consult their immediate supervisor regarding acceptable dress for the workplace.

The Town prohibits torn or unhemmed clothing or clothing with holes, has patches or emblems other than a clothing or designer emblem, which are not approved by the Town or, which exposes undergarments.

Below are examples of appropriate and inappropriate clothing items to serve as a guide for employees. Work attire may vary depending on staff assignments, events or onsite/offsite activities. Neither list is intended to be all-inclusive. Rather, these items should help set the general parameters for proper business wear and assist employees to make intelligent judgments about items that are not specifically addressed.

**Examples of acceptable business wear include:**

- Long or short sleeve dress shirt/polo
- Town long or short sleeve button down shirt
- Town long or short sleeve polo shirt
- Dress pants/slacks/skirts (fingertip length)
- Pressed khakis, dockers or linen pants
- Dress (fingertip length)
- Sweater
- Dress shoes (no slip-ons/slides)
- Sundresses and spaghetti straps may be worn only if covered by a jacket or sweater.

**Examples of inappropriate clothing items that should not be worn include:**

- T-shirts
- Denim (without bleaching, holes, slogans, or large emblem)
- Shirts with inappropriate logos, slogans, or large emblems
- Work-out clothes (including sweat suits, sweatshirts, spandex, leggings)



- Ripped or torn clothing
- Provocative or revealing attire
- Halter tops
- Tank tops (straps less than three inches wide)
- Shorts/skirts/dresses shorter than fingertip length
- Sandals, slides, slip-ons, flip flops
- Walking/athletic shoes

In general, Fridays are considered 'casual' day in the office. Below is a general overview of acceptable attire to serve as a guide for casual Fridays:

**Examples of appropriate clothing items that may be worn on casual Fridays include:**

- Denim (without bleaching, holes, slogans, or large emblem)
- Town t-shirt
- Walking/athletic shoes

Employees reporting to work wearing clothing that is deemed to be inappropriate, unprofessional or in violation of this policy may be asked or directed on their own time to change into appropriate attire.

Violations may also be subject to progressive discipline in accordance with Town policy and procedures.



### **Employee Acknowledgement of Receipt of Dress Code Policy and Procedures**

By my signature below, I acknowledge that I have received a copy of the Town of Pembroke Park Dress Code Policy and Procedure for Town Hall. I further acknowledge that I have read the policies and procedures and have a complete understanding of these policies and procedures. I agree to adhere to the policies, guidelines and procedures set forth in the policies and procedures referenced above that are mandatory for all employees. Employees are subject to disciplinary action, up to and including termination of employment, for violation of referenced policies, guidelines and procedures. I also agree to obtain clarification from my immediate supervisor, should I not understand any of the provisions contained therein.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_