



DRESS CODE POLICY

Purpose

The purpose of this Dress Code Policy is to establish guidelines for appropriate attire in the workplace at Empowering You Disability Services. A well-defined dress code helps create a professional and respectful atmosphere while promoting safety and comfort for all employees.

General Guidelines

All employees are expected to present themselves in a professional and appropriate manner during work hours and when representing Empowering You Disability Services to clients, customers, or the public. The following guidelines apply:

- **Neatness:** Clothing should be clean, well-maintained, and in good repair.
- **Safety:** Employees should wear attire that is safe and appropriate for their job duties, adhering to any safety regulations or guidelines.
- **Hygiene:** Personal grooming and hygiene should be maintained to ensure a clean and professional appearance.

Dress Code Categories

The dress code at Empowering You Disability Services is categorized into the following levels, and employees are expected to adhere to the appropriate dress code based on their position and the specific requirements of their job:

Support Workers

- Polo shirt with company logo.
- Appropriate bottoms that have easy movement. Preferably pants or shorts to allow for all job requirements.
- Closed-toe shoes.
- All clothing to be in good condition without holes or excessive wear.

Office Staff

- Uniform with company logo.
- Shoes appropriate for an office environment.
- All clothing to be in good condition without holes or excessive wear.

Exceptions

Support Workers

- In the case where a participant requests their support workers do not wear the shirt with the company logo on it, support workers may wear a shirt appropriate to the role. This includes t-shirt, polo's, and blouses. No revealing clothing of any kind can be worn.

Dress Code Changes

Empowering You Disability Services reserves the right to modify the dress code policy as needed. Any changes will be communicated to all employees in a timely manner.

Enforcement

Supervisors and managers are responsible for enforcing the dress code policy within their teams. Violations of the policy will be addressed through Empowering You Disability Services' disciplinary procedures, which may include verbal warnings, written warnings, or other appropriate actions.

Compliance

All employees are expected to comply with this Dress Code Policy. Failure to do so may result in disciplinary action.

Review and Revision

This Dress Code Policy will be reviewed annually, or more frequently, if necessary, to ensure its continued effectiveness and relevance.