	Administrative Procedure **Dress Code for Employees**	
	Department:	**Corporate Services**
	Approved by:	**Leadership Council**
	Date Approved:	**September 9, 2024**
	Revision Date(s):	
	Review Date:	
	External References • *The Education Act, 1995*	
	Internal References • Code of Conduct AP	

Purpose

- This administrative procedure establishes clear and consistent guidelines for employee dress code at the Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This administrative procedure applies to all employees including - full-time, part-time, temporary and contract staff - as well as practicum students, at all Sask DLC locations and during all work-related activities, whether conducted on-site or remotely.

Policy Statement

- Sask DLC is committed to maintaining a professional, respectful and inclusive work environment. Employees are expected to dress in a manner that reflects the professional standards of Sask DLC, supports its mission and promotes a positive image to students, parents and the community.

Procedures:

1. General
   a) All employees are to maintain a professional appearance while in the workplace or while attending Sask DLC-sanctioned events;
   b) Clothing should be appropriate to the duties and generally established standards and should be kept neat, clean and tidy;

2. Specific Requirements
    a) Dress
        i. A “business casual” standard is expected of employees working in offices or meeting with students, stakeholders, community members or colleagues outside the office. Employees of Sask DLC and should always be dressed in a manner that is suitable to meeting the requirements of their positions (e.g., meeting with supervisor, members of the public, and/or representatives from other organizations or ministries);
        ii. “Business casual” clothing should be appropriate and in good taste; examples of inappropriate choices are provided below:
            a. Stained, damaged, worn, torn or patched clothing;
            b. Gym wear including shorts, sweats and yoga pants;
            c. T-shirts with controversial or offensive messages or logos; and,
            d. Attire that is unnecessarily revealing.
            e. Baseball hat indoors during work hours.
    b) Footwear
        i. Employees are also encouraged to choose appropriate and safe footwear that complies with Occupational Health and Safety standards.
    c) Casual Friday
        i. On designated casual dress days (e.g., Casual Fridays), jeans and casual tops are acceptable, provided they are neat and appropriate for the workplace.
        ii. While Casual Fridays allow a reprieve from the more formal attire requirements of the week, employees should also consider their schedule for the day (meetings, client contact, etc.) and adjust accordingly.
        iii. Employees are expected to use their best judgement to determine what is appropriate and if in doubt, consult their supervisor.

3. Enforcement
    a) Supervisors are expected to promptly address any inappropriate attire worn by an employee.

4. Special Occasions and Exceptions
    a) Exception to the dress code standards may be made for special occasions or events as determined by Sask DLC administration. Employees will be notified in advance of any dress code changes for such events.

Definitions

- **Business Casual:** Refers to a style of clothing that is less formal than traditional business wear but is still intended to give a professional and businesslike impression. Examples include slacks, khakis, skirts, dresses, blouses, button-down shirts, and polo shirts.

- **Professional Attire:** Refers to clothing that is formal and suitable for business settings, including suits, ties, dress shirts, blouses, dress skirts, and dress pants.

- **Casual Attire:** Refers to comfortable, informal clothing suitable for more relaxed environments. This may include jeans, t-shirts, and casual tops.