

Department: Human Resources
Section: Employee and Labour Relations

Specifically

The Dress Code for Employees and Volunteers Administrative Procedure will apply to all Annapolis Valley School Board employees and volunteers in accordance with the Dress Code for Employees and Volunteers Policy and the provisions that follow.

1.0 Definitions

Inappropriate attire: presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the employee. Examples of prohibited dress, appearance, or adornment include, but are not limited to, clothes not in good repair, exposed undergarments, sagging pants, excessively tight or short garments, bare midriff shirts, strapless shirts, attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise a product or service not permitted by law to minors, see-through clothing, attire that exposes cleavage, any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon, and any symbols, styles or attire frequently associated with intimidation or violence.

2.0 Application

- 2.1 The policy and administrative procedure applies to all employees of the School Board, including probationary, permanent, term, spare, substitute, casual, contract, seconded or loan of service employees, whether to the School Board, from the School Board, or outside the School Board.
- 2.2 The policy and administrative procedure applies to all volunteers, practicum students/work placements, employees of contracted services, and presenters from outside the School Board.

3.0 Immediate Supervisors

- 3.1 The immediate supervisor is responsible for interpretation or application of the policy or administrative procedures to the employees or volunteers that report to them.
- 3.2 If employees or volunteers are inappropriately dressed, in the opinion of the immediate supervisor, then the employee or volunteer may be sent home and required to return in acceptable attire.
- 3.3 A second or repeated violation of this policy by employees is to be reported to the Director of Human Resources.
- 3.4 A second or repeated violation of this policy by volunteers may result in severance of the volunteer's involvement in the school.

4.0 Director of Human Resources

The Director of Human Resources, or designate, is responsible for administering the policy with respect to employees and volunteers of the School Board, and for ensuring its implementation including but not limited to:

- 4.1 ensuring employees are informed of the requirements of this policy;
- 4.2 promoting and ensuring compliance;
- 4.3 a second or repeated violation of this policy may result in disciplinary action as determined by the Director of Human Resources or designate.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: May 10/04

Ref: BP 305.7

Monitoring Date: Annually

Revised: May 12/13; November 13/13