

Dress Code

POLICY INTENT:

As per the Ontario Human Rights Commission and in alignment with organizational values, ethics and culture, DBKH is committed to providing this document to clarify the expectations for comportment and personal hygiene which applies to employees, volunteers, student placements and contractors (representatives), during workdays, weekends, and, when appropriate, off-hours who work for DBKH.

POLICY:

Employees, volunteers, student placements and contractors (representatives) are responsible for presenting self-image aligned with organizational values, ethics, and culture to the clients they serve, while also protecting individual human rights according to the Ontario Human Rights Commission Guidelines. All representatives are expected to adhere to the hygiene and comportment guidelines of this policy as described below.

Authorized By: Danielle Zucchet, CEO

Date of Approval: May 30, 2023

Workplaces, services, and facilities have rules about dress and hygiene. These may take the form of having to wear a particular uniform, having to wear protective gear, or a requirement about other bodily coverings or embellishments. This document aims to explain these rules primarily, and address cases where case-by-case assessments and/or accommodations might be considered.

PROCEDURES AND PROTOCOL:

Guidelines for Patient Care Staff/Volunteers and Kitchen Staff/ Volunteers

- a) All representatives should always wear their DBKH's badge while treating and/or interacting with residents and/or visiting clients, their families or as a representative for the organization in any other capacity.
- b) Clothing must be free of stains, tears, or rips.
- c) Closed-toe shoes and stockings/socks are required of all direct patient care representatives in the residential setting. In the kitchen it is recommended that no nylons are worn as they are dangerous around heat and spills.
- d) Direct service staff may wear clean and well-maintained scrubs.

- e) Clothing, jewelry, and hair should not be loose or dangle in such a way that it creates a safety hazard for the employee or patient.
- f) Hair must be neatly groomed.
- g) Representatives should refrain from using or wearing strong fragrances such as perfume, cologne, or after-shave. They should take measures to prevent the smell of tobacco products.
- h) Nails should be kept less than one quarter of an inch long. This is to prevent the risk of damaging a resident's fragile skin or acquiring infections.
- i) Kitchen representatives are encouraged to avoid wearing false nails for bacteria risk; however, if representatives have false nails and you do not wish to remove them, you should ask the kitchen manager to provide direction.

Guidelines for Office and Non-clinical Staff and Volunteers

- a) DBKH has adopted a "business casual" dress policy
 - Business fabric textiles with other business attire (dress shirts, blazers, blouses, etc.) may be worn at work if appropriate for your daily function
- b) Working in a health care facility, be aware that fingernails can easily trap dirt and pathogens. For that reason, fingernails should be kept short and clean when possible.
- c) When washing your hands, be sure to take time to scrub under your fingernails.
- d) If you are covering for a kitchen worker, and have false nails, you should ask the kitchen manager to refer to Ontario food safety guidelines on your behalf and provide direction before performing coverage duties.
- e) Pantyhose cannot be worn by those working in the kitchen due to safety concerns.
- f) On Friday, staff and volunteers are permitted to wear business appropriate T-shirts, sweatshirts, jeans and athletic shoes, in a "casual Friday fashion", when appropriate. Clothing must never be ripped.

- g) Business reasons might require employees to wear more formal business attire frequently or occasionally. If you are unsure if this applies to you, please discuss it with your direct supervisor and/or the human resources department.

Umbrella guidelines for all representatives in any capacity:

- a) Clothing should be worn and fit in a manner that it does not expose the abdomen, chest, genitalia or buttocks area of the body. Wardrobe choices should be no shorter than three inches above the knee.
- b) Clothing should be free of sexual, religious, or offensive language references and should not suggest or promote the use of illegal drugs or political stances.
- c) Always practice good personal hygiene and refrain from strong fragrances in the workplace.

Considerations

A conflict with specific position clothing needs and/or religious dress requirements may occur and in such a situation it is the responsibility of the employee/volunteer to seek out their manager/supervisor/human resources representative to discuss accommodation.

Dress code accommodation will be according to provincial guidelines and best practices as well as workplace policy.

Effective: May 12, 2023

Revised:									
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