



Saskatchewan Cancer Agency

DIVISION: CEO Office POLICY NUMBER: HR – 502

DEPARTMENT: Human Resources ISSUE DATE: June, 2000
REVISED: February, 2009
September, 2009
September, 2016

CATEGORY: Terms and Conditions of Employment

POLICY TITLE: **Dress Code**

Purpose

The purpose of the Dress Code policy is not intended to infringe on individuals rights, but to promote a professional appearance by Saskatchewan Cancer Agency (the Agency) employees, students, volunteers and contracted individuals, comply with current Occupational Health and Safety legislation, contribute to infection prevention and control practices, and promote staff and patient safety.

Policy

As representatives of the Agency, employees, students, volunteers and contracted individuals must dress in a manner that projects a sense of professionalism, trust and confidence in the people they serve and consistent with the nature of the positions they hold, the duties they perform, and meet safety and other legislated standards. This policy provides guidelines for the dress of employees, and in circumstances where there is a question as to the appropriateness of dress, common sense should prevail. Managers/Directors may have more specific dress code requirements for certain areas.

Application

The policy applies to all employees, volunteers, students and contracted individuals of the Saskatchewan Cancer Agency.

Authority

Executive Leadership Team

Information

Human Resources Department

Approved by: 	Date: <i>Sept 26, 2016</i>
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Definition

Manager means the out of scope individual to whom the employee directly reports

Procedure

- For security and identification reasons, Agency identification shall be worn and clearly visible at all times when employees, students, volunteers and contracted individuals are at the Allan Blair Cancer Centre, the Saskatoon Cancer Centre, Patient Lodges and the Breast Cancer Screening Program area.
- Certain employees are required to wear professional uniforms, scrubs, or lab coats. Such uniforms must be kept clean, neat and in good repair.
- The following guidelines will help in determining what appropriate attire is.
 - Active athletic attire (i.e. yoga pants) or loungewear is not permitted.
 - Any clothing or accessories with words, slogans or pictures that may be offensive to others is not permitted.
 - Revealing clothing with low cut necklines, see-through blouses and shirts, strapless/spaghetti string tops or clothing that reveals the back, chest, stomach or underwear is not permitted.
 - Shorts are not permitted.
 - Skirts and dresses are to be no higher in length than one inch above the knee
 - Hats are not appropriate unless required for safety reasons. Head covers that are required for religious purposes or to honour cultural tradition must be approved by the manager.
 - Leggings are permitted, provided they are covered by a top that is no shorter than mid-thigh.
- At the discretion of relevant managers, Fridays may be designated as blue jeans day. Clean, non-frayed blue jeans may be worn, however please follow all other guidelines as stated above. Please note that blue jeans days are on Fridays only. If an employee has an EDO on Friday, or if Friday is a statutory holiday, it is not permissible to wear blue jeans on the day before (i.e. Thursday).
- Employees shall wear footwear in accordance with the hazards and risks associated with the performance of their job normally encountered in their area of work. Examples of where injury can occur include (not limited to) exposure to blood and body fluids, chemicals, slip and fall or crush injuries. In such cases shoes with closed toes and closed heels shall be worn. As well, employees shall be prepared to don shoes with closed toes and heels at all times when and where the duties of their position results in their assignment to work in areas designated as ones where injury, harm or exposure can occur. All footwear shall be neat in appearance and in good repair.

Flip flops and beach shoes are not permitted.

- Hair shall be kept clean, well-groomed, and by the nature of the style or colour does not tend to create a distraction. Long hair is to be tied or pinned back in patient/client care areas. Facial hair and beards shall be kept well-groomed and of suitable length according to job activity.
- Jewelry is to be worn in moderation and be consistent with departmental safety protocols. Employees who work directly with patients, may wear small stud earrings and neck chains may be worn inside the uniform. As well, employees shall be prepared to remove earrings and necklaces, other than as described above, when work assignment duties or locations change.
- Refer to Policy IC-100 - Hand Hygiene Policy for guidelines related to rings, watches, and fingernails.
- The Saskatchewan Cancer Agency has been designated as "scent free". Refer to Policy HR – 506 – Scent Free Workplace related to perfumes and scented products.
- Cosmetics and make-up must be worn in moderation and be consistent with an appropriate appearance for a health care setting.
- Body piercings or tattoos that are unhealed or infected will be removed and covered, or where removal is not possible, covered and contained before commencing duty.
- Should religious principles conflict with any parts of this policy, reasonable accommodation will be made as long as the accommodation does not pose a safety hazard.

References

- Prairie North Regional Health Authority- Dress Code policy and procedure 6306- July 1, 2007
- Prairie North Regional Health Authority- Casual Dress policy 6307- July 1, 2007
- Saskatoon Health Region – Professional Appearance and Dress Code Policy 7311-30013 – February 13, 2008
- Heartland Health Region – Dress Code Policy – HR0301- August 15, 2014
- Kelsey Trail Health Region – Dress Code/ Personal Hygiene policy 5-040 – November 2013
- Kelsey Trail Health Region – Footwear policy 5-045 – June 2015
- Cypress Health Region – Dress Code 2-60 – May 2010
- SAHO General Working conditions – Dress Code 4-9 April 2014
- Arbitration Decision - Canadian Union of Public Employees, Local 1767 v. British Columbia Assessment Authority, British Columbia Grievance Arbitration, James Dorsey, Arbitrator July 9, 2015.