



**Task Title: Dress Code Policy**

OALCF Cover Sheet – Learner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** The learner will review a company dress code policy to understand how to dress at work.

**Main Competency/Task Group/Level Indicator:**

- Find and Use Information/Read continuous text/A1.2

**Materials Required:**

- Pen/pencil and paper and/or digital device

Task Title: DressCodePolicy\_E\_A1.2

## Learner Information

Many workplaces have a dress code policy. The dress code will be different for different workplaces and different jobs within a workplace. Dress code policies help ensure worker safety and workplace professionalism.

Read the “Centerville Family Clothing Store: Dress Code Policy”.

## **Centerville Family Clothing Store: Dress Code Policy**

Our dress code company policy outlines how we expect our employees to dress at work. Employees should note that their appearance matters when representing our company in front of clients, visitors, or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture.

### **General Guidelines**

This policy applies to all our employees, contractors, and temporary staff working at Centerville Family Clothing Store.

These dress code rules always apply:

- All employees must be clean and well-groomed.
- All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities aren't allowed.
- All clothes must project professionalism. Clothes that are too revealing or inappropriate aren't allowed.
- All clothes must be clean and in good shape. Clothing should be free of rips, tears, or holes.
- Employees must avoid clothes with writing or symbols that are offensive or inappropriate.
- Closed-toe shoes must be worn in the warehouse. Retail staff may wear open-toe shoes.
- Jewellery must not pose a safety risk. Warehouse staff should avoid wearing long necklaces, hoop earrings, or anything that may be caught on equipment.
- Warehouse employees may not wear loose clothing or clothing with strings.

This Dress Code Policy helps create a professional and respectful workplace environment. If you have any questions, concerns or feedback about this policy, please contact your direct supervisor or a member of the Human Resources team at [hr@centervilleclothing.ca](mailto:hr@centervilleclothing.ca)

## Work Sheet

**Task 1: What is an example of clothing that is not work-appropriate?**

Answer:

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**Task 2: Which type of shoes must warehouse employees wear?**

Answer:

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**Task 3: Name a type of jewellery that would not be appropriate for warehouse employees.**

Answer:

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**Task 4: If an employee has questions about the Dress Code Policy, which two people could they contact?**

Answer:

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**Task 5: Give a reason why certain dress code requirements may be different for warehouse employees compared to retail employees.**

Answer:

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