



**Transition Task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)**

**OALCF Task Cover Sheet**

**Task Title:** Understanding a Dress Code Policy

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
<b>Task Description:</b> Understanding a Dress Code Policy, to interpret the meaning of various parts of the document and the reasons for appropriate dress.	
<b>Competency:</b> A: Find and Use Information B: Communicate Ideas and Information	<b>Task Group(s):</b> A1: Read continuous text B2: Write continuous text
<b>Level Indicators:</b> A1.2: Read texts to locate and connect ideas and information A1.3: Read longer texts to connect, evaluate and integrate ideas and information B2.2: Write texts to explain and describe information and ideas	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pen and paper</li><li>• Attached Document "Business Casual Dress Code"</li></ul>	



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### Learner Instructions and Tasks

Most workplaces have a dress code in place for their employees. For example, a business environment dress code may be different than a retail business, but both will have a dress code appropriate to the work environment. In a workplace there is always a particular way to dress. It is important to understand the policy that applies to your workplace and follow it. There is a document attached "A Business Casual Dress Code". Read this document to complete the tasks.

**Task 1:** List all parts of dress that are identified in the "Business Casual Dress Code".

**Task 2:** Explain the intent of the Dress Code outlined by the company.

**Task 3:** What types of slacks are not appropriate for the workplace?

**Task 4:** Why should perfume and make-up be worn with restraint?

**Task 5:** What type of head wear is allowed to be worn?

**Task 6:** Why do you think that companies put dress codes in place?

**Task 7:** What would you consider inappropriate dress for a resume workshop?



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### **Business Casual Dress Code**

Your Company's objective in establishing a business casual dress code is to allow our employees to work comfortably in the workplace. Yet, we still need our employees to project a professional image for our customers, potential employees, and community visitors. Business casual dress is the standard for this dress code.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting.

Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Certain days can be declared dress down days, generally Fridays. On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed.

### **Guide to Business Casual Dressing for Work**

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or your Human Resources staff.

### **Slacks, Pants, and Suit Pants**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as those people wear for biking.

### **Skirts, Dresses, and Skirted Suits**



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Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

### **Shirts, Tops, Blouses, and Jackets**

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

### **Shoes and Footwear**

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, slippers, and any shoe with an open toe are not acceptable in the office. Closed toe and closed heel shoes are required in the manufacturing operation area.

### **Jewelry, Makeup, Perfume, and Cologne**

Should be in good taste, with limited visible body piercing. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

### **Hats and Head Covering**

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

### **Conclusion**

If clothing fails to meet these standards, as determined by the employees supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.



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### Answer Key

**Task 1** List all parts of dress that are identified in the "Business Casual Dress Code".

**Slacks, Pants, and Suit Pants**

**Skirts, Dresses, and Skirted Suits**

**Shirts, Tops, Blouses, and Jackets**

**Shoes and Footwear**

**Jewelry, Makeup, Perfume, and Cologne**

**Hats and Head Covering**

**Task 2** Explain the intent of the Dress Code outlined by the company.

**To project a professional image for our customers, potential employees, and community visitors**

**Task 3** What types of slacks are not appropriate for the workplace?

**jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants**

**Task 4** Why should perfume and make-up be worn with restraint?

**Some employees are allergic to the chemicals in perfumes and make-up**

**Task 5** What type of head wear is allowed to be worn?

**Head Covers that are required for religious purposes or to honor cultural tradition are allowed.**

**Task 6** Why do you think that companies put dress codes in place?

**To ensure that all employees are dressed the same, and that the company follows safety rules and that companies come across as professional**

**Task 7** What would you consider inappropriate dress for a resume workshop?



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**Tank tops, sweat pants, shirts with decoration or sayings, flip flops and various other answers may apply**



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none"> <li>scans text to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>locates multiple pieces of information in simple texts</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
	<ul style="list-style-type: none"> <li>reads more complex texts to locate a single piece of information</li> </ul>			
A1.3	<ul style="list-style-type: none"> <li>integrates several pieces of information from texts</li> </ul>			
	<ul style="list-style-type: none"> <li>manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies the purpose and relevance of texts</li> </ul>			
	<ul style="list-style-type: none"> <li>skims to get the gist of longer texts</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to recognize bias and points of view in texts</li> </ul>			
	<ul style="list-style-type: none"> <li>infers meaning which is not explicit in texts</li> </ul>			
	<ul style="list-style-type: none"> <li>uses organizational features, such as headings, to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>follows the main events of descriptive, narrative, informational and persuasive texts</li> </ul>			
	<ul style="list-style-type: none"> <li>obtains information from detailed reading</li> </ul>			
B2.2	<ul style="list-style-type: none"> <li>writes texts to explain and describe</li> </ul>			
	<ul style="list-style-type: none"> <li>conveys intended meaning on familiar topics for a limited range of purposes and audiences</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to sequence writing with some attention to organizing principles (e.g. time, importance)</li> </ul>			
	<ul style="list-style-type: none"> <li>uses limited range of vocabulary and punctuation appropriate to the task</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to select words and tone appropriate to the task</li> </ul>			



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	<ul style="list-style-type: none"><li>• begins to organize writing to communicate effectively</li></ul>			
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**This task:** was successfully completed \_\_\_\_ needs to be tried again \_\_\_\_

<b>Learner Comments</b>

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**Instructor (print)**

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**Learner Signature**