



Task Title: Dress Code Policy

OALCF Cover Sheet – Practitioner 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

Work Sheet

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

Answer:

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

Answer:

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

Answer:

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

Answer:

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

Answer:

Answers

Task 1: In the Dress Code Policy, what is an example of clothing that is not work-appropriate?

Answer: Workout wear or clothing for outdoor activities.

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

Answer: Closed-toe shoes

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

Answer: Any jewellery posing a safety risk such as long necklaces or hoop earrings.

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

Answer: direct supervisor or a member of the HR team
(hr@centrevilleclothing.ca)

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

Answer: Retail employees are typically working with customers, so there may be limited safety concerns. Warehouse employees may be working with heavy boxes and equipment, so it is important that they avoid things like loose clothing, jewellery, and open-toed shoes.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	Scans text to locate information			
	Locates multiple pieces of information in simple texts			
	Makes low-level inferences			
	Makes connections between sentences and between paragraphs in a single text			
	Reads more complex texts to locate a single piece of information			
	Follows the main events of descriptive, narrative and informational texts			
	Obtains information from detailed reading			
	Begins to identify sources and evaluate information			

This task: Was successfully completed Needs to be tried again

Task Title: DressCodePolicy_E_A1.2

Learner Comments:

Instructor (print):

Learner (print):
