

## **Dress Code Policy for The Meadows**

### ***Policy Brief and Purpose***

The Meadows requires that employees dress neatly and appropriately at all times and that they maintain adequate personal hygiene. The success of any company is reliant on the support and goodwill of its customers. For this reason, it is important that The Meadows maintains a professional image and is easily identifiable to residents and visitors. As representatives of this company, employees must adhere to the dress code policy.

### ***Policy Target Audience***

This policy applies to all employees of The Meadows.

### ***General Guidelines***

The company urges employees to use common sense and sound judgment when it comes to selecting their work attire. When in doubt, refer to the formal side. To assist you, here are a few broad guidelines to follow:

- All clothing should be clean, ironed and in good shape. Refrain from wearing clothes that have tears, rips or holes, even if it is the current fashion.
- All employees should maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and clients remain positive and pleasant.
- Work clothes should be professional, which means that they should not be too revealing or casual.
- We allow staff to wear jewelry, but we urge that staff please remove visible body piercings during work hours. Jewelry that interferes with work duties or is against health regulations must be removed.
- The company asks staff that interact with customers to cover visible tattoos while at work. Arm tattoos can be covered with long sleeved shirts or sleeves specifically made for this purpose.

### ***Company Dress Code***

In general, the dress code for employees is smart casual. Examples of appropriate smart casual attire include khaki pants with a polo shirt, a jacket with a skirt/slacks, a blouse/sweater with a skirt/pants, or a simple t-shirt worn with a blazer and non-ripped jeans. Ripped jeans, graphic t-shirts, t-shirts with logos (other than our company logo), revealing clothing, and footwear such as flip flops are not considered appropriate in our work environment. Kitchen & housekeeping staff are allowed to wear more casual attire, such as navy blue, black or gray/pewter scrubs and must wear non-slip shoes. Alternately a solid navy or black t-shirt (long or short sleeve) and jeans or khakis may be worn.

### ***Accommodation***

If the dress code policy contradicts the rules of your faith or is offensive to you in any way, please contact the Administrator.

## Visual Examples of Appropriate Attire



## Visual Examples of Inappropriate Attire

