Columbia College
Student Dress Code

NOTE:	Clarification of Terms
Must; Shall; Will:	These words or phrases indicate actions or activities that are *essential* or *mandatory.*
Should:	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
May or Could; Can:	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
Casual:	A style of dress that is informal but potrays a professional impression. Casual dress allows learners to feel comfortable and relaxed. Articles of clothing must be free of offensive or controversial statements, images, or wording. Attire should not be too tight or revealing. Examples of casual dress include but are not limited to jeans, sweatshirts, t-shirts, shorts, sneakers
Camera Ready	Learners shall be casually dressed and ready to turn their cameras on at any time without a delay. Camera ready means "Ready to be photographed." Examples of camera ready include but are not limited to hair groomed, hijabs in place,

In its Dress Code Policy, Columbia College adheres to the Alberta Human Rights legislation and will not discriminate against race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, and sexual orientation. Columbia College strives to create an inclusive environment by ensuring all individuals are treated with respect and given the opportunity to participate in all activities without discrimination.

Columbia College expects learners who are attending online and in-person classes to portray an image of professionalism. We encourage dressing comfortably and appropriately for daily activities. Students participating in online learning are expected to be camera ready (please see the definition above) at all times and for the full duration of the class.

Online backgrounds should be clean, organized, and professional. They should not include high traffic areas, intimate spaces, clutter, controversial or offensive pictures and/or reading materials. If your home does not allow for an appropriate workspace, please use the **Apply background effects** feature in Microsoft Teams, upload a neutral background picture or speak with your program/department manager and/or designate to arrange a college provided workspace.

If you are unsure of an item of clothing, a workspace, a workspace background, or have any questions, please speak to your program/department manager and/or designate.

Please note when at the College, all learners should respect the Occupational Health & Safety guiding practice found within the "**Columbia College Scent-Awareness** ADM-P360 policy. Please avoid wearing or using scented items when onsite.

Department managers and/or designates may exercise reasonable discretion to determine appropriateness in learner dress, appearance, and scent. Learners who do not meet a professional standard and/or are impacting the health and safety of a productive work environment may be asked to leave. Reasonable accommodations will be made where required.

Document Name: Student Dress Code
Document Number: ADM-P097
Revision #3   NOTE: Revisions to this document can be made following procedures outlined in Document #ADM-P014 – Document Control Policy and Procedures
Approval Date: April 11, 2022
Approved by: Tom Snell
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