

Columbia College Employee 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.

Business casual: A style of dress that is less formal than traditional business wear but is still intended to give a professional businesslike impression. Business casual shall allow employees to feel comfortable while working without looking messy, unkept, relaxed or unconcerned. Can also be referred to as business-professional or smart-casual. This style of dress must contain two parts: an article of clothing that has a business element, combined with an article of clothing that has a casual element. Examples include but are not limited to a button-down shirt (business) worn with khaki pants (casual), a floor or knee length skirt (business) worn with a t-shirt (casual), dress pants (business) worn with walking shoes (casual) etc. Please note that some employees may choose to forgo the casual element and dress purely business professional.

Casual: A style of dress that is informal but portrays a professional impression. Casual dress allows employees to feel comfortable and relaxed while working. Articles of clothing must be in good condition free of stains, wrinkles, tears/rips, heavy distress, and 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. Please note casual days shall not include articles of clothing worn for leisure/lounging (ex. sweatpants), sleeping (ex. pajama pants), going to the beach (ex. flip flops), or exercising (ex. tights).

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 workplace by ensuring all employees are treated with respect and given the opportunity to participate in all aspects of the employment process without discrimination.

All faculty and staff at Columbia College serve as role models to each other, our students and are the college's ambassadors within our online and physical communities. Consistent with this role, all faculty and staff shall dress in a professional and well-groomed manner while working onsite, off-site, and remotely during online video calls.

Unless otherwise stated, Columbia College employees (staff and faculty) are expected to follow the "**Employee Dress Code**" during their working hours. Business casual attire is expected Monday to Thursday whether working online or onsite. Casual days are held on Friday and Saturday each week. All employees are required to portray a professional image on casual days as on a regular day.

Columbia College expects staff members who are working remotely to portray an image of professionalism while on camera. We respectfully ask that employees (at a minimum) follow the trend of "waist-up" business casual dress Monday to Thursday, "waist-up" casual dress on Fridays and Saturdays and demonstrate professional taste and good judgment when selecting their workspace/background and interacting on social media platforms.

While we encourage dressing comfortably when working from home, casual t-shirts and sweatshirts are not considered appropriate “camera” business casual Monday to Thursday attire. 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 supervisor to arrange a college provided workspace.

If you are unsure of an item of clothing, a workspace, a workspace background, a social media post or have any questions, please speak with your program/department supervisor.

Please note when working at the College, all employees are required to wear their Columbia College ID tags at all times and 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 working onsite.

Department managers may exercise reasonable discretion to determine appropriateness in employee dress, appearance, and scent. Employees who do not meet a professional standard and/or are impacting the health and safety of a productive work environment may be asked or sent home to change. These employees will not be paid for that time. Reasonable accommodations will be made where required.