

Administrative Procedures Manual	Administrative Procedure 407
	Standards of Dress
Page 1 of 1	APPROVED: September 2013
	AMENDED/REVIEWED: September 2025, August 2019, June 2019, September 2019
LEGAL REFERENCE:	Section 52, 53, 55, 196, 197, 222 Education Act Occupational Health and Safety Act

Background

All Division employees are representatives of the Division and serve as role models for students and the community. Establishing clear standards for workplace attire promotes professionalism, ensures safety, and supports a welcoming and respectful environment.

This procedure provides guidelines and certain restrictions on acceptable workplace attire. Employees are expected to maintain a standard of dress and appearance that presents a professional image and is suitable for the day's activities.

Guidelines

The Divisions "Dress for your Day" approach permits employees' to exercise professional judgment in selecting attire appropriate to the duties and responsibilities of the workday. Employees are reminded that they represent the Division at all times, and attire must convey professionalism while ensuring personal safety.

- Interactions with colleagues or students: Business-casual or relaxed professional attire is acceptable.
- Meetings, presentations, or formal events: Traditional office or professional attire is expected.
- Work involving tools, equipment, or machinery: Employees must wear the required personal protective equipment (PPE) and adhere to safety protocols, including tying back hair, avoiding loose or hanging clothing, and removing dangling jewelry.

The Division values and respects cultural and religious diversity and will take a sensitive approach when dress or appearance are affected. If an employee requires any reasonable adjustments to this Administrative Procedure, they are advised to discuss this with your administrator/supervisor and Human Resources.

School administration or site supervisors have the final authority to determine the appropriateness of attire. If personal appearance or dress is deemed unsuitable, employees may be asked to change into more appropriate clothing.

Procedures

1. Administrators and site supervisors are responsible for ensuring staff maintain standards consistent with the intent of this procedure.

Criteria include:

- 1.1 Cleanliness, neatness, and generally positive appearance;

- 1.2 Suitability for the day's activities (see Tables 1 and 2);
- 1.3 Safety in all activities; and
- 1.4 Alignment with the schools established Student Dress Code

Table 1: Guidance for activity appropriate clothing

Office / School Clothing	<ul style="list-style-type: none"> • Appearance should present a professional image. • Consider what is appropriate for the work planned for the day. • Casual clothing, including denim, may be appropriate depending on your schedule <p>Not appropriate:</p> <ul style="list-style-type: none"> • Clothing with slogans or images which may be considered offensive, discriminatory, suggestive, violent, gory or has inappropriate language or graphics, • Clothing that promotes alcohol or drug use. • Clothing that is revealing or otherwise inappropriate for the workplace
Meetings	<ul style="list-style-type: none"> • For meetings, either at our school sites or externally, employees should dress in a way that others attending the meeting would expect. • Formal meetings may expect that employees present themselves in professional or business attire.
Roles that Require Protective Clothing	<ul style="list-style-type: none"> • If an employee occupies a role that requires protective clothing, employees are required to wear this clothing whilst carrying out their duties.
Footwear:	<ul style="list-style-type: none"> • One of the most important choices that employees make when it comes to injury prevention is shoe selection. Choosing appropriate and 'task appropriate' footwear is always important. See table 2, Guidance for Footwear Selection • When choosing footwear, considerations for both weather and the daily tasks should be considered <p>Appropriate Footwear should:</p> <ul style="list-style-type: none"> - Be sturdy and provide adequate support. - Have a firm, stable base; heel height should be moderate and chosen with safety and activity in mind. - Offer good grip and traction. - Be suitable for walking on a variety of surfaces (e.g., stairs, playground sand, grass, fields, asphalt, and indoor flooring). - Consider safety and the nature of the activity when selecting open-toe shoes. <p>Inappropriate workplace footwear (no matter what the task):</p> <ul style="list-style-type: none"> - Bare feet - Sock feet - Slippers

Table 2: Guidance for Footwear Selection

Activity	Potential Hazard	Recommended Footwear
Performing athletics / playground	Slip, falls, musculoskeletal injuries due to inhibited movement	Enclosed toe full footwear with support (ideally sports shoes designed for the sport).
Working CPS Pool, water tasks	Slips and falls from wet surfaces	Non-slip footwear, aqua footwear*
Working with students where physical intervention may occur	Potentially stomping, crushing injuries	Full support, strong bases, full toe coverage
Working in science classrooms	Slips and falls, exposure to chemicals	Full support, strong base, full toe coverage, non-slip
Working with students who may run	Unsecured footwear can create tripping hazard, also may hinder task	Full support, strong base, full toe coverage
Working in cafeterias, maintenance, CTS, caretaking	Slip hazards, nature of task requires greater protections	Full coverage, full support, safety rated*
Walking field trip	No support increases the potential for foot / ankle injuries	Walking footwear, full support, strong base, full toe coverage
Moving classroom furniture, packing	Potential from dropping items onto foot	Full support, strong base, full toe coverage, consider safety rated.
Appropriate footwear from fall / winter (when transitioning from season to season, and especially when entering and exiting vehicles, playground supervision and outdoor play)	Slips and falls due to frequent changes in the weather conditions	Non-slip footwear with more aggressive tread.

* Indicates reimbursement available for non-instructional staff under Administrative Procedure 408