



## Taber Public Library Policy Manual

### Personnel Policy: Dress Code

PURPOSE: To support the mission and goals of the Taber Public Library by ensuring that the image of the Library Staff present to its patrons and customers is maintained to the Library Board's standards.

POLICY: The Taber Public Library is a professional workplace that emphasizes quality customer service. Library personnel represent the Library to the public, and as such, personal appearance is very important. Library employees' appearance and dress reflects on the Library itself and on the attitude that library employees have toward the workplace and toward the public. It is important that the public have confidence in the staff and the staff members have confidence/pride in themselves when transacting business at the Taber Public Library. To help present this image and foster public confidence, staff members must dress appropriately for their work assignment, when dealing with the public.

#### GUIDELINES:

All employees shall be responsible for their appearance and hygiene. Employees are expected to be neat and clean, and to use prudent judgement, good taste, and common sense regarding appropriateness of attire. Nothing should be worn that has sexual innuendos, political messages, obscene language, sports teams, cartoons, etc. Clothing must not be revealing, see through and must cover undergarments.

#### Policy Enforcement

- The Library Manager shall ensure that an up-to-date copy of this policy is readily accessible to all employees.
- Library employees are encouraged to check with the Library Manager when in doubt whether a specific item of clothing is acceptable for work.
- When the Library Manager considers someone's dress or appearance to be inappropriate, the Library Manager will meet privately and advise the staff member. If, after such meeting, the situation does not improve, it will be considered a performance issue and dealt with as such.

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