



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:

Staff must wear clean and well-maintained attire appropriate to the type of work they do. Shoes are required. Nothing should be worn that has sexual innuendos, political messages, obscene language, etc.

Acceptable attire includes:

- Jeans/ jean skirts are permitted on Fridays, but must be appropriate for a work environment.
- Slacks, chinos, Capri pants, knee-length shorts, or culottes.
- Skirts or dresses mid-thigh length or longer.
- Sleeveless blouses that do not expose undergarments.
- Comfortable closed-toe shoes – due to the nature of our work employees should avoid wearing spike heels or high heels.

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.

Date of Approval: February 13, 2018

Date Reviewed/Revised: