



Town of Antigonish Personal Appearance and Conduct Policy

Scope

The purpose of this policy is to establish expectations for acceptable dress standards and conduct for all employees and members of Council of the Town of Antigonish and is adopted under authority of Section 48 (3) of the Municipal Government Act.

Policy

1. The Town of Antigonish is a public service organization and all employees and members of Council shall have respectable appearance and conduct when serving the public.
2. Employees who perform labourer activities are expected to be as neat and clean as possible considering the conditions under which they work; however, all applicable safety regulations and requirements are to be followed.
3. Employees who primarily work outside during the summer months and who regularly interact with the public may dress according to the activities being conducted; however, employees are expected to be as neat and clean as working conditions permit and follow applicable safety regulations and requirements.
4. Employees and members of Council shall wear appropriate office environment attire and be neat and clean in appearance at all times. Appropriate office attire does not include strapless, backless, and/or halter tops; athletic clothing such as jogging pants or shorts; baseball hats; shorts of any style or length; or any other similar items.
5. Employees and members of Council may wear casual clothing such as jeans on "Casual Fridays" only; ripped or dishevelled clothing, athletic wear with the exception of running shoes, shorts, and/or attire with graphics which are offensive or revealing in nature are not acceptable.
6. Foul and/or abusive language towards or received by employees, members of Council or the public will not be tolerated.
7. Employees and members of Council will be courteous and pleasant to the public at all times and will make every reasonable effort to comply with requests of the public in a prompt and courteous manner.
8. Employees and members of Council in breach of the Personal Appearance and Conduct Policy will be advised of the breach by the appropriate individual (supervisor, Department Head, Chief Administrative Officer or Mayor) and will be required to take immediate steps to correct the situation.

9. Continual non-compliance with the Personal Appearance and Conduct Policy will result in disciplinary action as follows depending upon the severity of the breach:
- (i) verbal warning;
 - (ii) written warning;
 - (iii) suspension with or without pay for up to five (5) days
 - (iv) dismissal.
10. Supervisors are responsible for reviewing the Personal Appearance and Conduct Policy with their staff.

CAO's Annotation for Official Policy Book	
Date of Notice to Council Members of Intent To Consider (Minimum 7 Days): <u>September 21, 2009</u>	
Date of Passage of Current Policy: <u>October 19, 2009</u>	
I certify that this Policy was adopted by Council as indicated above.	
<u>D. Kampen</u> Chief Administrative Officer	<u>October 21, 2009</u> Date