

Leamington Mennonite Home  
Long Term Care

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Dress Code	<b>SECTION:</b> D <b>POLICY:</b> 1
<b>DATE:</b> September 2004	<b>Administrator's Signature:</b> 	
<b>REVISION DATES:</b> June 2007, May 2009, January 2011, March 2012, July 2012, May 2013, June 2013, June 2014, May 2016, January 2023		

**DRESS CODE**

**POLICY:**

For those wearing uniforms and/or providing direct resident care, and/or operating equipment, the dress code must be followed as a safety precaution for residents and staff.

**PURPOSE:**

- To protect staff and residents in accordance with occupational health and safety.
- To encourage professionalism in all staff.
- To show respect for all residents and their families.

**PROCEDURE:**

**ALL STAFF**

- It is expected that all clothes and uniforms are clean, well-fitting, and in good repair.
- All employees should maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and clients remain positive and pleasant.
- Work clothes should be professional, which means that it should not be too revealing or casual.
- All staff are required to wear a name tag identifying their name and job classification while at work. The initial nametag will be provided at no expense to the employee. If a replacement nametag is required, a fee will be deducted from the employee's paycheque.
- Shoulder length or longer hair must be tied back while performing direct resident care so as not to fall forward over face or resident.
- If in the kitchen, staff must wear a hairnet.
- Nail polish is permissible providing it is neat and in good repair.
- Visible tattoos that are or could seem to be obscene or vulgar, repulsive, or offensive, to residents and/or their family members, through the depiction of symbols, image, gestures, language and/or numbers, shall be covered.
  - Where a dispute or challenge arises, the Employee will be encouraged to follow the direction of the Employer. The Employee may, in these circumstances, request Union Representation to meet with Management to clarify the guidelines.
  - This policy in no way circumvents any Employee's rights under the Ontario Human

Rights Code or any other legislation which extends discretionary latitude to the Employee.

## **UNIFORMED STAFF**

A uniform allowance will be provided to these staff on an annual basis. The following staff are required to wear a uniform:

- **Direct Care:**
  - Nurses
  - PSWs and HCAs
  - Occupational Therapy Aide
  - Massage Therapist
  - Physiotherapist/Kinesiologist
  - Supportive Housing
- **Indirect Care:**
  - Cooks and Dietary Aides
  - Housekeeping/Laundry Aides
  - Activity Aide, Activity Helpers, and Resident Support Staff
- **Maintenance Staff**

### **Uniform Specifications:**

- **Direct & Indirect Care Staff**
  - Scrub uniforms are required and may be any colour or print, providing the print is not offensive.
    - Sleeveless scrub tops are permissible.
    - Shorts scrub bottoms are permissible, providing that the hem is properly seamed and reaches the knee. Jogging pants and yoga pants are not allowed.
  - Shoes must have a quiet, non-slip, non-marking flat sole, closed toes and heels; no ventilation holes and they must be clean and in good repair.
    - It is recommended that work shoes are kept in staff locker room and not used outside of the Home.
    - Professional (Work) Use Crocs are the only type of Croc-footwear suitable for use at LMH. This Croc has no air holes and has a full heel.
  - No dangling necklaces should be worn outside the uniform.
  - No rings with stones or sharp edges should be worn.
  - Stud or hoop earrings when worn must be 1cm or less in diameter.
  - No bracelets are permissible: except for medical purposes and alerts.
  - Nails should be kept trimmed, short and clean.
  - Direct Care and Dietary Staff should not wear fake fingernails.
  - Dietary Staff should wear an apron while in the kitchen.
- **Maintenance Staff**
  - Uniforms must be blue with work pants and a collared shirt. Patterned blue shirts are permissible.
  - Facial hair should be neatly trimmed. Hats may be worn when working outdoors but must be taken off indoors to maintain professionalism and show respect for all residents.
  - Steel-toed shoes are to be worn as required by projects.

- Maintenance employees must not wear rings or necklaces.

### **NON-UNIFORMED STAFF**

The following staff are not required to wear a uniform, but may choose to if they wish (no uniform allowance provided):

- Administrator and Department Leaders
- Administrative Staff and Ward Clerk
- Chaplain
- Hairdresser
- Behavioural Support Ontario Staff
- COVID-19 Support Staff

Should any one of the staff exempt from wearing a uniform be needed to provide direct resident care and/or operate equipment, that staff member shall wear a closed toe and heel shoe whenever possible.

### **Dress Code Specifications:**

- Staff should dress in business casual attire.
  - Pants should be in good condition, free of any tears, fading, or fraying.

**Note: If a staff member's attire is deemed in violation of the dress code policy, he/she will be sent home to change (at his/her own expense).**