

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**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		

**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 provide sanitary and comfortable clothing for work.
- To protect staff and residents in accordance with occupational health and safety.
- To encourage professionalism and pride in all staff.
- The way we dress and look is reflective of feelings we have about ourselves and it can affect the way others feel about us.
- To show respect for all residents.

**PROCEDURE:**

It is expected that all clothes and uniforms are clean, well fitting and in good repair.

**Hair**

- Must be clean
- If in the kitchen, a hairnet must be worn
- Shoulder length or longer hair must be tied back so as not to fall forward over face or resident

**Nails**

- Must always be clean
- Nail polish is permissible providing it is neat and in good repair
- Nail polish is not permissible while working in Dietary Services
- Nails must be kept trimmed and clean
- No false fingernails are allowed

## **Jewellery**

- No rings with stones or sharp edges are to be worn
- Nursing staff should remove their watches when performing direct personal care
- Stud or hoop earrings when worn must be 1cm or less in diameter and pierced or clip-on
- No bracelets are permissible: except for medical purposes and alerts
- No visible body piercing other than small discrete studs no greater than 2mm in size
- No dangling necklaces should be worn outside the uniform

## **Tattoos**

Employees reporting to work with 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 cover the tattoo.

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.

## **Name Tags**

- All staff are required to wear a name tag identifying their name and job classification at the Home.
- The tag is to be purchased at employee's expense and ordered through Administrative Services Department.

## **Uniform**

The following staff are exempt from wearing a uniform:

- Administrator
- Department Leaders
- Office Staff
- Ward Clerk

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.

All other LMH Staff must always wear a uniform at the workplace

- Uniforms may be any colour or print, providing the print is not offensive
- Pant suits are acceptable, providing the pants are not tight fitting
- Sleeveless scrubs are permissible during the summer months, providing that it is a properly seamed, sleeveless scrub (uniform) top
- All clothing must be clean and free of wrinkles

- T-shirts and pants do not constitute a uniform
- No sweatpants, jogging suits, or leisure clothing is allowed
- No jeans are allowed.
- LMH Staff may choose to wear LMH golf shirts in addition to the prescribed uniform.
- Walking Shorts to the knee may be worn
- If in doubt of suitability, see your Department Leader

### Shoes

- For those wearing a uniform, non-marking running shoes should be worn
- Such shoes must have good support, a quiet, non-slip flat sole, closed toes and heels; no ventilation holes and they must be clean and in good repair. (O. Reg 67/93 s. 11(c)&(d).)
- Work shoes should be cleaned and disinfected weekly.
- Shoes must not have any prominent vibrant coloured trim or logos.
- No canvas shoes without good sole are permitted.
- No high-top runners are allowed.
- No sandals or shoes with open toes are permitted.
- 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.

### Miscellaneous

- Aprons are to be worn in the kitchen
- Socks or anklets should be worn with a uniform
- Maintenance employees must not wear rings or necklaces. Steel-toed shoes to be worn as required by projects

**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).**