



Workplace Attire Policy

Policy Type: Corporate

Policy Owner: Vice President, Human Resources, Student Services and International

Approval Date: April 7, 2025

Replaces: Version 2020

Initial Year of Issue: 2008

Purpose

To guide employees on appropriate workplace attire standards to ensure a professional and respectful work environment.

Scope

This policy applies to all Cambrian College employees.

Policy Statements

1. Employees are expected to present a professional appearance at all times during working hours. Attire should be neat, clean, and suitable for the duties performed, whether working on college premises or elsewhere.
2. Departments and divisions may, at times, adjust standards of appearance to align with college activities. Such standards may be set at the discretion of the individual departments based on business considerations. The department heads must communicate these specific standards to affected employees.
3. Employees whose duties require specialized attire (e.g. laboratory coats, uniforms, etc.) must adhere to the guidelines set by their department.
4. Employees who occupy roles that require personal protective equipment (PPE) must wear all required PPE while carrying out their duties as required by applicable legislation and college policies.

5. When participating in virtual meetings or video conferences, employees are expected to adhere to the same professional attire standards as they would in the physical workplace.
6. Cambrian College respects and permits attire worn for cultural and religious reasons and may make exceptions to the policy as required to accommodate employees with medical conditions or disabilities.

Responsibilities and Accountabilities

Vice President, Human Resources, Student Services and International is responsible for:

- Ensuring the development, review, and availability of this policy.

Director, Human Resources is responsible for:

- Ensuring the integrity, communication, and application of this policy.

College Administrators are responsible for:

- Ensuring that direct reports are aware of, and adhere to, this policy.
- Investigating potential breaches of this policy and taking the necessary actions to resolve concerns.

Employees are responsible for:

- Being familiar and complying with the requirements of this policy.

Related Policies

- [Health and Safety Policy](#)
- [Workplace Accommodation Policy](#)
- [Code of Conduct Policy](#)

References

- [Occupational Health and Safety Act, R.S.O. 1990, c. O.1](#)