

<b>Cambrian College of Applied Arts and Technology</b>	No. <i>E07</i>	Page 1 of 2
	Approved by: <b>Executive Committee</b>	
Title Workplace Attire	Effective Date June 2008	Replaces

### **Position Statement**

Cambrian College is both a workplace and a place of learning. As such, employees are expected to present a professional appearance, dressing appropriately for a work environment as well as an environment that, by example, adds value to the student learning and career development experience.

### **Rationale**

At one time, attire for non-blue collar work environments was very much prescribed: suit or blazer, dress shirt, and tie for men, and suits, dresses, or skirts and blouses, and nylons for women. Times have changed and now ‘workplace casual’ is accepted for most day-to-day activity.

This transition in accepted attire for the working environment has seen the pendulum swing from one extreme to another, with sloppy and inappropriate dress surfacing in some work environments. This has resulted in workplaces, including Cambrian College, looking to achieve a happy and appropriate balance – a balance that allows comfort while still projecting a professional image for customers (students/clients) and visitors, and, in the case of an educational institution, also setting an example for students who are preparing for the workplace.

### **Work Attire at Cambrian College**

To assist Cambrian staff in determining what is appropriate to wear to work at Cambrian, this document highlights what clothing is not appropriate to wear.

Higher standards may be adopted by departments/divisions to ensure appropriate attire/job function relationship.

### **Office and classroom environments**

Casual clothing not appropriate for the Cambrian College office and classroom environments:

1. Clothing and footwear that is typically worn at the beach, while doing yard work, to dances/nightclubs, or to work-out sessions (except where applicable to the program of study or job).
2. Clothing that reveals cleavage, the upper thigh, the chest, the stomach, or underwear.
3. Casual wear such as low-cut shirts/tops, hats/caps, cut-offs/shorts, or frayed or torn items.

Note: It is recognized that from time to time, shorts and/or cut-offs might be appropriate attire for a particular College event. In those instances, all other aspects of the above still apply.

<b>Cambrian College of Applied Arts and Technology</b>	No. <i>E07</i>	Page 2 of 2
	Approved by: <b>Executive Committee</b>	
Title Workplace Attire	Effective Date June 2008	Replaces

**Lab and fieldwork environments**

Casual clothing not appropriate for the Cambrian College lab and field work environments:

1. Clothing and footwear that is typically worn at the beach, while doing yard work, to dances/nightclubs, or to work-out sessions (except where applicable to the program of study or job).
2. Clothing that reveals cleavage, the upper thigh, the chest, the stomach, or underwear.
3. Casual wear such as low-cut shirts/tops, frayed or torn items, or cut-offs/shorts (except where appropriate for the fieldwork component of the program).

Note: By virtue of activities associated with certain fieldwork and lab environments, athletic wear and shorts/cut-offs (where appropriate for the fieldwork component of the program), jeans, work boots, and other safety-approved apparel is the appropriate attire and, as such, is acceptable.

**Maintenance, construction, grounds**

Casual clothing not appropriate for the Cambrian College maintenance, construction, and grounds work:

1. Clothing and footwear that is typically worn at the beach, while doing yard work, to dances/nightclubs, or to work-out sessions.
2. Clothing that reveals cleavage, the upper thigh, the chest, the stomach, or underwear.
3. Casual wear such as low-cut shirts/tops, frayed or torn items, or cut-offs/shorts.

Note: By virtue of the jobs and environments associated with the variety of occupations in the maintenance, construction, and grounds sectors, jeans, work boots, and other safety-approved apparel is the appropriate attire and, as such, is acceptable.

t.