



PERSONAL ATTENDANT CARE INC.
 1650 DUNDAS ST. E. SUITE 200
 WHITBY, ON L1N 2K8
 Telephone (905) 576-5603
 Fax (905) 576-8020

Operational Procedure Number 6:15
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DEPARTMENT		Human Resources
SUBJECT		Dress Code
APPROVED BY (SIGNATURE)	CHIEF EXECUTIVE OFFICER	<i>J. Carter</i>
EFFECTIVE DATE		September 20, 1995
REVIEWED BY (Title & Signature)		Pamela DeRaaf, CHRP Human Resource Manager
REVIEW DATE		September 2009

OPERATIONAL PROCEDURES

Preamble

Personal Attendant Care Inc. believes that a proper dress code is essential in a business to ensure a professional reputation within the community and to prevent health and safety risks. All employees are to be communicated the proper dress code standards set by the organization.

Procedures

Dress Code for Outreach Employees

1. Uniforms

- Proper scrubs are to be worn at all times.
- Nylons or socks.
- White undershirts may be worn under uniform.
- Photo identification must be worn to client's homes.

2. Sweaters

- Cardigan sweater may be worn.
- No pull over or sweatshirt.
- Sweaters are not to be worn while providing client care.

3. Shoes

- Second pair of inside shoes must be worn while providing client care.
- White duty shoes or sturdy running shoes with a non-slip white sole bearing adequate ankle support.
- Closed toed with a heel no higher than an inch.

4. Hair

- Must be clean, neat and tidy at all times.
- Long hair must be pulled back while providing client care.

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5. Jewelry

- Studs or small earrings only.
- Plain wedding bands are acceptable.
- All other jewelry, which presents a safety hazard, should not be worn.

6. Nails

- Must be kept short and neat; Ministry of Health Guideline to prevent infections attached.

7. Due to the close physical contact with our clients it is mandatory that an employee does not use scented soaps, creams or perfumes.

8. Some of our clients are very sensitive to the smell of smoke; therefore, it is recommended that the employee is cautious of smoking habits that may cause their clothing to smell of smoke, i.e. smoking in a confined space like a car etc.

Dress Code for Administrative Employees

The dress code for Administrative employees at Personal Attendant Care Inc. is business casual. Employees should wear clothing that is comfortable and practical for work. The Administrative employees participate in casual dress Fridays where jeans and athletic wear is acceptable attire. To participate in casual dress Friday the employee completes a "Dress Down Day Deduction Authorization Form" and two (2) dollars is deducted from the Administrative employees bi-weekly pay and donated to a charity. The charity of choice is decided upon yearly at an Administration meeting.

1. **Pants:** Pants, slacks and dress Capri style pants are acceptable to wear to work. Inappropriate pants include jeans and sweat pants.
2. **Dresses and Skirts:** Casual dresses and skirts that are approximately two (2) inches above the knee are acceptable. Dress and skirt length should be at a length where you can sit comfortably in public.
3. **Shirts, Tops, Blouses and Jackets:** Casual shirts, dress shirts, sweaters, golf shirts and turtlenecks are acceptable to wear. Inappropriate work attire includes tube tops, tops which show the midriff, shirts with offensive words, slogans or pictures, halter tops and sweatshirts.
4. **Shoes and Footwear:** Dress shoes, loafers, boots, flats and dress heels are acceptable for work.

Attached Forms

Dress Down Day Deduction Authorization 6(n)

Attached Document

Hand Hygiene Fact Sheet for Health Care Settings