

Section/Number: Occupational Health and Safety - 011	Approval Date: (DD/MM/YY)
Subject: Work Stations/Appropriate Dress	Amendment Dates:
<p>Policy</p> <p>Employees are expected to maintain a professional and tidy workplace and appearance while at work.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Employees are expected to keep their individual work areas tidy including: <ol style="list-style-type: none"> 1.1. Keeping working areas neat throughout the day 1.2. Not using tape on painted surfaces 1.3. Not leaving confidential information in public areas 1.4. Tidying up any conference or board rooms after use 2. Employees should not keep excessive files in their offices <ol style="list-style-type: none"> 2.1. Files should be filed in filing cabinets or returned to central filing. 3. Employees are expected to dress appropriately for their position and to maintain good grooming and personal hygiene. <ol style="list-style-type: none"> 3.1. Employees working in designated positions and/or working with industrial equipment are expected to wear appropriate clothing and Personal Protective Equipment. 3.2. Employees working in Community Government Offices are expected to wear appropriate clothing. 	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	