

# Policy 28 – Dress Code / Personal Appearance

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## STATEMENT

Employees are expected to be suitably attired and groomed during working hours or when representing LD Training. Employees should appear neat and professional at all times with clothing appropriate for any unscheduled meeting with clients, students, or other professionals.

Business casual clothing is acceptable for our work environment. However, when conducting a client meeting or attending another business function, please wear traditional business clothing unless business casual is otherwise agreed upon.

Listed below is a general overview of acceptable business casual attire as well as a listing of some of the more common items that are not appropriate for our work environment. Neither listing is intended to be all-inclusive. This guidance should help set the general parameters for proper business casual attire wear and allow you to make intelligent judgements about items that are not specifically addressed.



## ACCEPTABLE ATTIRE

- Polo Shirts
- Shirts
- Sweaters
- Knit Tops
- Blouses
- Skirts of Reasonable / Fashionable Length
- Trousers
- Denim is acceptable attire only on Casual Fridays (\*Please see 'Denim Policy' below)



## UNACCEPTABLE ATTIRE

- Shorts
- Some Fashion Statement T-Shirts
- Trainers
- Track Suit Trousers or Tops
- Sweat Shirts
- Hoodies
- Tops Which are More Suited to Sunbathing or Social Occasions
- Combat Trousers
- Flip-Flops
- Jeans
- Denim
- Ugg-Style Boots



## FURTHER INFORMATION

Perfume, cologne, and aftershave lotion should be used in moderation, as some individuals may be sensitive to strong fragrances.

Any clothing, jewellery, or tattoo that conveys a negative statement toward a race, gender, sexual orientation, age, religion, disability, or is otherwise considered harassing or offensive is not acceptable.

Please do not wear outdoor jackets or coats inside the office unless temperatures within the office would necessitate doing this.

### **Denim Policy:**

With LD Training approval, jeans may be worn on Friday unless professional dress is necessary for a meeting or appointment, or a classroom session has been booked.

### **Jeans should:**

- Be dark coloured (avoid light coloured blue jeans)
- Fit appropriately, not “skin-tight” but professional in nature
- Not have excessive fading
- Not have frays or holes
- Be worn with standard professional shoes (no trainers or flip-flops)
- Be worn with a professional style shirt (no tight T-shirts please)

### **Blouses / Shirts:**

- No sheer or see-through shirts;
- No inappropriate t-shirts or sweat shirts;
- Shirts and blouses should be suitable for business activity – no abdominal skin should be shown.



## EXCEPTIONS

Jeans and athletic shoes may be worn on certain days for moving, doing “dirty work”, and for certain events. Jeans must not be torn or frayed.



## NON-COMPLIANCE

If a Coordinator/Director feels your personal appearance is inappropriate, you may be asked to leave the workplace and return properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work.

Disregarding or failing to comply with this standard of dress code could lead to disciplinary action, up to and including termination of employment. Where possible, reasonable accommodation may be made to a person with a disability or to accommodate a person's religious beliefs.

LD Training is confident that each team member will use their best judgment when maintaining appropriate attire and appearance. Management reserves the right to determine appropriateness.

**A rule of thumb – if unsure that an article of clothing is acceptable, most likely it isn't. If in doubt, don't wear it!**

