

Policy Name	Professional Attire		
Policy #	710	Category	700: HUMAN RESOURCES
Steward	Manager, Human Resources	Date Approved	February 19, 2025
Next Review Date		Date Reviewed or Revised	

POLICY

Suncrest College is an educational institution whose mission is to provide high quality, learner centered education and training as a foundation for lifelong success. In fulfilling this mission, employees are in contact with members of the public and students and the appearance and manner of our employees reflects our professionalism as an educational institution.

PRINCIPLES

Our employees are our ambassadors and are expected to always present a neat and professional image.

1. Suncrest College expects employees to use judgement in their choice of clothing to wear to work.
2. Employees are expected to always wear appropriate Business Casual attire unless as indicated below:
 - When employees are attending events on behalf of Suncrest College where Suncrest College attire is appropriate.
 - On Casual Fridays, our employees may wear Suncrest College attire including hoodies and jeans.
 - When Instructors, facility employees, and employees whose work duties and responsibilities may be dependent on location may wear applicable program or work wear to adhere to shop, lab, classroom, and location safety guidelines (i.e., scrubs, uniforms, steel toe shoes, coveralls, shop coats, etc.).
3. Employees must ensure clothing is not ripped, frayed, or stained.
4. Employees are expected to maintain a clean and well-groomed appearance at all times.
5. Supervisors are to make new employees aware of the Professional Attire policy.
6. Supervisors are to lead by example.

7. Reasonable accommodation will be made for employees with medical conditions or religious beliefs.
8. When required employees are to wear their Suncrest College name tag.

SCOPE

This policy applies to all employees of the College, including student interns, and volunteers while participating in college related activities in any location.

DEFINITIONS

Business Casual – Business Casual is a style of clothing that is less formal than traditional business wear that is intended to give a professional business-like impression.

PROCEDURES

1. If employees require clarification regarding these principles, they are to speak with their supervisor.
2. If an item of clothing is deemed inappropriate by the employee's supervisor, it will immediately be brought to the attention of the employee, by their supervisor as indicated below:
 - The employee will be asked not to wear the item to work again and/or
 - The employee may be sent home to change their clothing.
3. If an employee is continually not adhering to the Professional Attire policy, in consultation with HR, progressive discipline may be required.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

N/A

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

N/A