

550.0	PERSONAL APPEARANCE	550.0
Application: All Employees	References: BC Workers' Compensation Board Act & Regulations, Part 8.10 BC Food Handlers Guide Policy 693.0	

POLICY:

Employees adhere to the established guidelines of personal presentation at all sites owned, leased or operated by the NSDRC.

Employees adhere to established guidelines to ensure the comfort, health and well being of employees, the people we support and community members.

REASON FOR POLICY:

The NSDRC adheres to applicable legislation to ensure employees project a positive and professional image to the community and the people we support.

DEFINITIONS:

Appropriateness: Clothing meeting the criteria of being suitable for the job function, health and safety standards, work setting, and community standards.

Perfume: A substance producing an odor especially a liquid extract of the scent of flowers or a substance like this prepared synthetically.

PROCEDURES:

1. Employees and the Program Manager discuss concerns regarding the suitability of clothing, accessories and footwear.
2. Revealing clothing is not permitted e.g. low cut tops, halter tops, bathing suits, muscle shirts etc. or shorts that are shorter than mid-thigh.
3. Employees wear clothing appropriate to the event or activity in which the people we support are being supported with.
4. Employees wear non-slip footwear with a closed toe and heel. Refer to Policy 684.0 Footwear for further information.
5. Employees assisting people we support with a history of grabbing or pinching, ensure the following:

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- personal glasses are secured with an eyewear band
- jewelry such as long earrings, rings, necklaces and bracelets are removed
- long hair is tied back

6. Employees secure long hair off their shoulders when preparing meals or handling food products.
7. Employees wear protective aprons to minimize the risk of contacting body fluids and or food products. Refer to **Policy 935.0 Hygiene – Universal Precautions** for further information
8. Employees sign and submit **Confirmation of Understanding Form 55.0A** to their Program Manager or designate.

Sample Form
(Altered to fit)
Print to letter head

**Form 550.0A Confirmation of Understanding
Personal Appearance Policy and Procedures**

I **John Sample** have received and read the NSDRC's Personal Appearance Policy 550.0 and agree to the terms and conditions as outlined to ensure my appearance is in compliance with the standards outlined by this policy.

Employee Signature

_____/_____/_____
D M Y

John Sample
Employee Name (printed)

Alice Big
Program Manager

_____/_____/_____
D M Y

Cc: Personnel File
Employee