

<b>Section:</b> Terms and Rules of Employment	<b>Policy Number:</b> C-3.3(7.0)
<b>Sub-section:</b> Standards of Conduct	<b>Effective Date:</b> January 2018
<b>Subject:</b> Clothing Policy	<b>Revision Date:</b> January 2018

## **Clothing Policy**

### **Purpose**

This policy is established to outline and identify clothing the policy for full and part time employees of the Township of North Huron. Clothing allotments are provided under authority of this policy and are administered through the Department Head or designate as may apply. Any provision of clothing under this policy has no cash value to the employee and is not time cumulative.

This policy will address five areas pertaining to employee clothing. These areas are as follows:

- a) Personal Protective Equipment (PPE)
- b) Safety Work wear associated with Occupational Health and Safety;
- c) Uniforms or branded products required for identification of employees;
- d) Personal clothing;
- e) Footwear.

It is the responsibility of the Department Head to determine which of the areas identified above apply to a specific employee, task, or job description.

In the event that an individuals' employment with the Township ceases during their probationary period, all uniforms, safety clothing, and footwear will be surrendered, and costs associated with non-reusable gear will be deducted from the final pay.

### **a) Personal Protective Equipment**

Equipment required under the Occupation Health and Safety Act and all applicable regulations. This includes:

- Hardhats / Helmets / head protection
- Glove,
- Fall protection equipment,
- Hearing protection,
- Eye protection,
- Respiratory protection,
- Splash protection,
- Other specialized equipment as may be required.

All PPE purchased will remain the property of the Township of North Huron. Equipment assigned to an employee will be the responsibility of that employee during their employment and will be surrendered upon leaving the employ of the Township. PPE will be replaced at the discretion of the department head or designate.

All equipment shall comply with most recent and applicable regulatory requirements.

PPE is purchased with the authorization of the department head or their designate.

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## **b) Safety Work Wear**

Employees who are exposed to traffic hazards, construction environments, or perform duties in proximity to heavy equipment have a requirement under the Occupational Health and Safety Act to wear high visibility clothing. Use of this safety work wear is a condition of employment with the Township of North Huron. All materials are to be purchased through the Department Head or designate to establish consistency in quality and to ensure conformance with regulatory requirements.

High Visibility Safety Clothing available will include:

- Winter Jacket,
- Rain apparel,
- Sweatshirt,
- Tee-shirt,
- High Visibility Vest.

This clothing will become the responsibility of the employee, while employed by the Township. Replacement of safety clothing is at the discretion of the Department Head as warranted by regulatory compliance, fair wear and tear, and extenuating circumstances.

It is the employees' responsibility to maintain the Safety Work Wear in such a manner as to preserve its integrity and appearance. Replacement of items damaged through neglect or misuse are the responsibility of the employee.

Replacement items are returned to the Township of North Huron for disposal. Upon leaving the employment of the Township of North Huron, safety work wear will be returned to the Township for repurposing or disposal.

## **c) Uniforms**

Uniforms and branded clothing may be utilized to promote ease of identification of Township of North Huron employees during the execution of their work. The Department Head may consider the use of uniforms particularly when the employees are interspersed among the general public while performing their duties or are not working in close proximity to typical North Huron work spaces.

At the discretion of the department head, an employee may be required to wear a uniform during the performance of their duties. The wearing of a uniform may be deemed by the employer, as a condition of employment as the employee is acting as an agent or representative of the Township during the performance of their duties.

Uniforms or branded clothing will not be provided by the employer should it be determined that it is not required for any particular position.

The Department Head or designate will determine the type and nature of the uniforms to be purchased, and quantity of items required to suit the needs of the position. All materials are to be purchased

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through the Department Head or designate to establish consistency in quality and to ensure conformance with branding requirements.

Uniforms will be assigned to the employee for the duration of their employment and will be surrendered to the Department Head should their employment with the Township of North Huron cease.

It is the employees' responsibility to maintain uniforms in such a manner as to preserve their integrity and appearance. Replacement of items damaged through neglect or misuse are the responsibility of the employee.

Replacement items are returned to the Township of North Huron for disposal or repurposing. They are not kept by the employee.

Uniforms and Safety Clothing are not to be worn by employees while on personal time, with the exception of travel to and from work, or during breaks. Employees shall conduct themselves in a manner consistent with the Code of Conduct found in the Human Resources Policy at all times while wearing North Huron branded apparel and uniforms.

#### **d) Personal Clothing**

A dress code for employment in all departments is established by the Department Head. For Office and administrative personnel, the dress code is business casual and unless otherwise indicated, is a (C3.3) requirement. The Township of North Huron does not provide for the purchase of appropriate work apparel.

In order to protect the employees personal clothing from damage, coveralls, overalls, lab coats, smocks, or aprons will be provided by the Department Head for use by employees. These items remain the property of the Township of North Huron and will be stored on Township property.

#### **f) Footwear**

Where required under the Occupational Health and Safety Act, reimbursement for the purchase of safety footwear will be provided to employees to a maximum of \$150.<sup>00</sup> per annum. This rate applies to permanent, full time employees. Part-time and seasonal employees are eligible for reimbursement for the purchase of safety footwear to a maximum of \$150.00 biennially. In all instances, reimbursement is subject to provision of a sales receipt.

#### **e) Extenuating Circumstance**

Procurement of clothing and apparel not addressed by this policy will require authorization of the Chief Administrative Officer.