

	POLICY	DOCUMENT ID	
	DRESS ATTIRE	PO-HR-CORP-017	
		PAGE	REVISION DATE
		1 OF 5	28-JUNE-2023

DRESS ATTIRE POLICY

Approved by: Alan Hartslief, CFO and Paula Breeze, EVP, Human Resources and Corporate Affairs

28 June 2023

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1. Purpose

The purpose of the dress attire policy is to provide guidelines to ensure employees dress in a respectful manner that is safe and appropriate for the work environment. An employee's appearance can create a positive or negative impression that reflects on our company and culture. Employees are expected to dress in a professional manner that presents a positive impression to clients, customers, and coworkers.

2. Scope

This policy is applicable to all CEDA employees and/or contractors.

3. Accountabilities

3.1 Operational, Functional and Frontline Leaders

- Educating and explaining to all employees and/or contractors the contents of this Policy.
- Being familiar with, understand and comply with this Policy.
- Lead by example.

3.2 Human Resources

- Work with operational and functional leaders to help ensure all employees are aware of this Policy.
- From time to time, provide training to all employees to aid in the application and understanding of this Policy.

3.3 Employees and/or Contractors

- Understand, be familiar with, and comply with this Policy.
- Adhere to all applicable CEDA, client and legislative codes, regulations and practices/procedures.
- Lead by example.

4. Definitions and Acronyms

CEDA means CEDA and its subsidiaries and entities.

EMPLOYEE AND/OR CONTRACTOR means any person employed by CEDA on a permanent full or part-time basis as well as independent contractors of CEDA and subcontractors providing services to CEDA or on behalf of CEDA.

HUMAN RESOURCES REPRESENTATIVE means a Business Partner, Manager, Director or Vice President (VP) of Human Resources.

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LEADER means any person who has direct accountability for an employees and/or contractors or group of employees and/or contractors and may include but is not limited to service line manager, supervisor, site supervisor, foreman, etc.

5. Policy

Employees should use good judgment when choosing the clothing they wear to work. Clothing and footwear should be suitable to the work environment, including any safety requirements and/or personal protective equipment (PPE). Employees should be well groomed and have good hygiene.

5.1 General Guidelines – Office Based Employees

CEDA follows a business casual dress attire in all CEDA office locations.

Examples of clothing that are considered appropriate for the workplace are:

- Shirts with collars, button down shirts, business casual crewneck or V-neck shirts, blouses, sweaters, golf and polo shirts.
- Dress pants, slacks, khakis, trousers, dresses, and skirts.
- Jewelry and accessories, such as scarves, ties, or belts, are permitted as long as they do not pose safety risks.

Examples of clothing that would be considered inappropriate for the workplace are:

- Any clothing that is dirty or has rips, holes, tears or frays.
- Clothing with offensive pictures/graphics, slogans or words.
- Tights, leggings, sweats, jogging, track, pajama, and/or yoga pants.
- Any clothing that is mesh, sheer or exposes the midriff or undergarments.
- Baseball hats.
- Shorts, t-shirts, sportswear, and hoodies.
- Muscle shirts and spaghetti or strapless shirts.
- Runners/trainers or flip flops.

5.2 Casual Dress and Special Occasions

A more casual dress attire, that includes jeans, will be permitted on Fridays unless meetings are scheduled where business dress is required. On certain occasions, such as formal events, specific dress attire may be communicated.

Regional Executives may make exceptions on special occasions for casual or themed dress to celebrate holidays or local events, such as the Calgary Stampede.

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5.3 Noncompliance of this Policy

Employees who do not meet the policy guidelines may be asked to change or modify their presence in the workplace. Reasonable accommodations will be made where required.

Failure to comply with this Policy may result in disciplinary action.

6. Supporting Documents

Document Name	Identification	Revision

7. Interpretation and Updating

The Human Resources department is responsible for responding to any requests for clarification and for regular review and updating of this policy.

8. Revision Record

Revision Date	Section Affected	Changes Made
JUNE 2023	New	Implementation

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