



## *Elsipogtog First Nation - Education Authority*

342 Big Cove Road  
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<b>Reviewed &amp; approved by:</b> Ivan Augustine, Director of Education Jennifer Milliea, Assistant Director of Education
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### **Purpose**

The purpose of this policy is to provide direction and guidance to employees with respect to the expectations of the EFN-EA regarding appropriate professional attire.

### **Scope**

This policy applies to all staff members of the EFN-EA.

### **Policy**

All employees are expected to dress and groom in accordance with professional standards. The EFN-EA has adopted a Business Casual dress code for all employees. Employees are expected to be clean and well-groomed and dressed in a manner that adheres to safety guidelines and projects an appropriate image for the employee, the school, and the EFN-EA.

The EFN-EA will not tolerate dress attire from school employees that is considered disruptive, inappropriate, or which adversely affects the educational atmosphere.

Physical Education teachers are expected to dress appropriately according to the activity while in the gym or outdoors conducting classes.

### **Examples of dress attire not considered professional, or business casual include:**

- Sweatpants, sweatsuits
- Pajamas (exceptions on theme days with students)
- Jeans (exceptions on certain days when indicated by school administrator)
- Revealing clothing that exposes your back, chest, stomach, navel, and undergarments
- Tops with spaghetti straps, halter tops or muscle shirts
- Tops that are transparent or see-through
- Clothing with references to alcohol, drug promotion, sexual references, racist or derogatory sayings
- Flip flops



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### **Examples of acceptable business casual attire include:**

- Casual shirts: Shirts with a collar, business casual crewneck or V-neck shirts, blouses, golf/polo shirts, blazers, cardigans, and sport jackets.
- Pants: Khakis, dress pants, skirts or dresses that are below knee length, leggings (if worn with top that covers bottom)
- Footwear: Casual slip on or tie shoes, dress sandals, boots, and clean athletic shoes.

All employees whose job requires the wearing and use of safety equipment will be informed upon hiring and/or if circumstances or regulations change. Employees who do not comply with the requirement to properly wear personal safety equipment (including boots, hard hats, safety eyewear and/or other articles) will be subject to disciplinary action.

### **Dress Code Violations**

The senior administration team members are expected to inform employees when they are violating the dress code. Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.

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If you have any questions regarding the dress code, please contact Human Resources at [hr@elsipogtogschool.ca](mailto:hr@elsipogtogschool.ca)