

# COMMUNITY LIVING

Thunder Bay



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## GENERAL MANUAL POLICY

APPROVED BY:

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CATEGORY: Human Resources

TOPIC: Personal Presentation Standards

Page 1 of 2

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### POLICY

It is the policy of Community Living Thunder Bay to have a Personal Presentation Standard.

### PURPOSE

To ensure all employees, volunteers and students display a pleasant and professional appearance and manner at all times. To ensure CLTB is reflected in a positive, professional manner. This image is reflected to individuals, their families and significant others; also to professionals from other agencies and the general public.

Initial: KJP

## **GENERAL MANUAL PROCEDURE**

**TOPIC:** Personal Presentation Standards

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**Page 2 of 2**

### **PROCEDURE**

Employees, volunteers, and students are expected to observe good grooming and personal hygiene habits at all times and to avoid any personal practices or preferences that may prove offensive to others. Along with personal appearance, presentation includes the attitude the employee, volunteer or student may convey. CLTB wishes to convey a friendly, approachable image. Courtesy is expected from all employees, students and volunteers towards individuals, management, visitors, and co-workers.

All employees, students and volunteers are expected to dress in a manner consistent with the nature of work performed. Unprofessional attire, i.e., short-shorts, or torn or dirty clothing shall not be worn to work. Writing on tops should not include language that may be perceived to be devaluing to others.

Employees, students, and volunteers who are inappropriately dressed, as per the Personal Presentation Standards, may be sent home and are required to return to work in acceptable attire. This time away will be considered unpaid time.

Employees, who wish further clarification on this policy, should contact their Team Leader or Human Resources.