

**CITY OF AIRDRIE
UNIFORM/CLOTHING POLICY**

Effective Date: May 3, 2004

Approved By: City Council

Approved On: May 3, 2004

Revision Date: September 9, 2009

Resolution #: 2004-C-236

Resolution #: 2009-C-297

PURPOSE:

To outline the manner in which City purchased uniforms and clothing will be provided to City of Airdrie staff.

SCOPE:

The City of Airdrie's Uniform and Clothing Policy and accompanying guidelines are in place to ensure personnel dress suitably and provide for uniformity and appropriateness of clothing and uniforms purchased with City funds.

POLICY:

The City of Airdrie recognizes that City personnel provide a customer driven service. Personnel will dress appropriately for the service they provide, keeping in mind customer expectations and perceptions for courteous and professional service.

Operational issues and environment may dictate appropriate dress standards that would qualify as a "required uniform" and thus would annually be budgeted for by the City. Situations such as:

- When personnel are required to perform a significant part of their duties in public areas and uniforms are required to readily identify the staff as City representatives.
- When duties are such that direct contact with, oil, grease, etc., will cause excessive wear or damage to the employee's personal clothing.
- When duties require special clothing or footwear to provide physical protection.


Any uniform or clothing issued by the City is to be issued for City purposes only and will be replaced as required subject to the condition and return of the item. Only a uniform or clothing item that is required to be worn as part of staff's regular duties will be considered to be approved under this policy. Clothing items purchased with City funds

that do not meet these conditions must be specifically endorsed by the Corporate Planning Team.

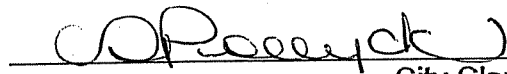
This policy is not intended to define safety related requirements or Personal Protective equipment. These needs are addressed thru hazard assessments as defined by the Safety personnel and are budgeted by the individual department(s).

All clothing and uniform purchases are to be processed thru the Procurement department, following the guidelines as defined by the Clothing Committee and Corporate Planning Team.

This policy is to be read in conjunction with guidelines, which as required will be approved at the Corporate Planning Team Level.



Mayor



City Clerk