



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### 2.0 IPC EXPECTATIONS

#### 2.06 DRESS, PERSONAL APPEARANCE AND SCENTED PRODUCTS POLICY

##### **Purpose**

To uphold the Saskatchewan Information and Privacy Commissioner's (IPC) image as a professional organization.

##### **Application**

This policy applies to all employees of the IPC.

##### **Policy**

###### **Dress and Personal Appearance**

When attending the office or engaging with the public either in person or virtually, employees of the IPC are expected to dress and present themselves in a professional and businesslike manner.

Casual dress is allowed on Fridays for those attending the office unless a staff person has a significant appointment or is making a presentation outside the office. The IPC retains the right to rescind casual dress Friday as required, for example, when dignitaries are visiting the IPC. Casual dress includes clothing that is neat and clean but does not include such attire as, for example, sweatpants, any shorts other than dress shorts, halter tops or frayed/cut-off jeans.

On specific occasions, the Commissioner may designate other days as suitable for casual attire. For example, casual attire may be approved for certain types of training events, or when employees are involved in a day of cleaning or file sorting and shifting.

The IPC recognizes that personal appearance is an important part of self-expression and that jewelry and tattoos are part of that expression. Therefore, the use of jewelry or tattoos will not be restricted unless they have a negative impact on the ability of the employee to

perform his or her job. Restrictions may occur where safety, health or productivity is affected or if the jewelry or tattoos are offensive to others based on, for example, race or gender. If a concern arises with respect to jewelry or tattoos, the supervisor will meet with the employee to explore solutions, such as the removal of certain jewelry or the covering of tattoos.

The interpretation of this policy is subject to management discretion. If a supervisor determines that an employee is inappropriately dressed, that employee may be sent home and required to return to work in acceptable attire. The time an employee is away from work in order to change clothing will be considered as time off without pay.

### **Scented Products**

Employees are strongly encouraged to be courteous and respectful in their use of fragrances, whether through cologne, perfume, scented diffusers or air fresheners. Many individuals have sensitivities to scented products. If an employee is having difficulty with scented products, they should first discuss the matter with the employees(s) who is/are using scented product(s). If this does not resolve the issue the employee should then take the matter to their supervisor. Employees who believe they are experiencing sensitivity issues related to fragrances and/or scents are advised to have it confirmed by a medical professional. Identification of the specific sensitivity will assist in the identification of accommodation options.

### **Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

### **Influencing Sources**

Legislative Assembly Service Human Resource Policy 2.7