

VIC JUBA COMMUNITY THEATRE POLICY

Title: Employee Dress Code

Effective: January 31, 2018



1. Policy

- 1.1 It does not matter what job our employees work, they are always representing Vic Juba Community Theatre, our brand and our organization's value. To our patrons, clients and volunteers, our employees are Vic Juba Community Theatre, and as such, must inspire confidence and pride in our services and the theatre. To assist employees in the presentation of a consistent professional image, VJCT provides clothing guidelines via our Employee Dress Code Policy.
- 1.2 Appearance plays a large role in gaining the respect and appreciation of our patrons, clients, and volunteers.
- 1.2 The Board of Directors reserves the right to adjust/refine the guidelines.

2. Guidelines

- 2.1 All employees are expected to wear business attire. Exceptions are noted further on in the policy.
- 2.2 During regular business hours, employees are expected to present a clean and neat appearance.
- 2.3 All clothing should be in good repair; wrinkled, torn, frayed or dirty clothing is unacceptable.
- 2.4 Employees may require flexibility on clothing due to work conditions not conducive to business attire. Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis.
- 2.5 Name tags are part of our professional appearance and should be worn at all times.

3. Enforcement

- 3.1 The General Manager will be responsible for enforcing the dress standards of VJCT employees.

4. Changes to the Policy

- 4.1 Revisions to this policy are the responsibility of the Finance & Admin Committee. Revisions to the policy must be approved by the Board of Directors.