

Dress Code

Purpose *To present a neat, clean and professional appearance that will promote a positive image with co-workers and the public, as well as standards for safety.*

Policy Statement *Employees of the Olds Bottle Depot will be required to follow a dress code and wear specific personal protective clothing to meet Health and Safety Standards.*

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Dress Code

Clothing:

1. Supplied gloves must be worn at all times when handling products.
2. Jeans are to be worn. Jeans should be:
 - Comfortable to work in.
 - Relaxed fit or straight leg, but not extremely tight or too baggy.
 - Plain blue or black.
3. Shorts or Sweat Pants will not be worn.
4. Steel toe shoes or boots are to be purchased and worn for the first day of work.
5. Bottle Depot shirts will be worn by all employees.
6. Bottle Depot jackets will be worn when needed.
7. Clean aprons will be worn in the Depot each day.
8. Bottle Depot hats may be worn.

Employer Responsibilities:

1. Bottle Depot Management will purchase and supply gloves, aprons, shirts, jackets and hats.
2. Employees will receive up to a \$100.00 refund upon completion of the successful probationary period, and annually thereafter to offset the cost of footwear.

Employee Responsibilities:

1. Employees are responsible to keep their work clothes clean, in good repair and to take their laundry home (including aprons).
2. Employees are not to wear their aprons after they leave the Depot.
3. Depot jackets can be worn when needed, but they must be left at the Depot.
4. Employees will have the opportunity to purchase additional items at a discounted price.

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