

DRESS AND PERSONAL APPEARANCE

Purpose:

To ensure a professional environment and an environment based on Sikh values at Khalsa School.

Scope:

All employees

Policy:

All employees are expected to maintain an appropriate business-like appearance. For example, hair colour must reflect natural hair shades and, with the exception of earrings no facial, nose or body piercing jewelry is to be worn during work hours.

Khalsa School follows a “business casual” – relaxed but professional dress code. This means a polished, neat and tidy, well put together look. Any attire that is shabby or sloppy is not acceptable attire for work.

Additionally:

- 1) All employees must cover their heads with a scarf, turban, bandana, rumal or chuni at all times and during all school functions. Employees should take care to make sure that the entire head is covered and that no hair is hanging out of the head covering.
- 2) Long hair should not be let loose and should be tied in a braid or bun and fully covered.
- 3) Employees are to wear modest clothing.
- 4) Employees can choose to wear Sikhi bana or Punjabi clothing (as long as the Punjabi clothing is modest).
- 5) If an employee chooses to wear a skirt, the skirt should cover the entire length of the leg. If the skirt is shorter (minimum knee length) the employee should wear tights to cover the legs.
- 6) If any employee is wearing leggings, jeggings or tights they should be wearing a mid-thigh length shirt.
- 7) Religious department employees will wear clothing which adheres to Sikh principles and will be held to a higher standard of modesty.
- 8) Staff must NOT wear the following clothing to work:
 - a) tank tops
 - b) scoop neck shirts
 - c) any off the shoulder clothing
 - d) shorts
 - e) low rise jeans
 - f) short shirts
 - g) capris
- 9) Religious Department teachers and all Sikh origin academic teachers must abide by Sikh principles and not remove body hair. Please refer to the employment contract for more information.

Procedure:

The administrators (Head Teachers, etc.) are responsible for evaluating the attire and appearance of employees under their supervision.

Administrative staff (Head Teachers, Vice Principal, Principal, Facilities Manager, and Transportation Manager) are to wear professional business attire, Sikhi bana, or modest Punjabi clothing as appropriate to a working environment at Khalsa School.

For further clarification, contact immediate supervisor.