

Title: Uniform and Work Boot Policy – QUEBEC	Document #: POL-HR-05-003	Author: C. Kiteley
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Objective

Strategic Aviation Ltd. requires all employees to present themselves in a professional and safety conscious manner, with regards to attire, protective clothing and footwear, personal hygiene and appearance. These standards are commensurate with our organizational practices of appropriate safety practices, business conduct, professionalism and dress code. To ensure that our standards of appearance are consistent, Strategic Aviation Ltd. employees are required to wear Strategic Aviation Ltd. approved uniforms / clothing during regular working hours.

This Policy Shall Discuss:

1. Strategic Aviation Ltd. uniform / clothing provisions;
2. Work-appropriate hygiene;
3. Acceptable levels of personal grooming;
4. Appropriate attire;
5. Inappropriate attire;
6. Personal protective equipment;
7. Policy compliance;
8. Uniform and Work Boots

Uniform / Clothing Provisions

- Operational public-contact employees of Strategic Aviation Ltd. shall wear issued uniforms while on-duty to aid in their identification, enhance security, and promote the professional image of the organization.
- Strategic Aviation Ltd. employees are required to use all uniforms / clothing for work-related purposes only.
- Each uniform will bear a Strategic Aviation Ltd. logo.
- Alterations may only be made with prior approval from the Director, Operations.
- Uniform items are considered Strategic Aviation Ltd. property.
- Issue of each uniform item will be recorded upon receipt.
- Strategic Aviation Ltd. will provide replacements for normal wear and tear job-related reasons.
- Uniforms should be used only during working hours and should not be worn in places that would not represent the positive image of Strategic Aviation Ltd.
- Uniforms shall not be worn on the job while employed by an outside firm or while “moonlighting”.

Hygiene

- Strategic Aviation Ltd. employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Employees are expected to maintain personal cleanliness by bathing daily.
- Oral hygiene (brushing of teeth) required.
- Use deodorant / anti-perspirant to minimize body odors.
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
- Clean and trimmed fingernails. ¼ inch long or less.
- Wash hands after eating, or using the restrooms.

Personal Grooming

- Clothing must be clean, pressed, in good condition and fit appropriately.
- Socks or hose must be worn with shoes.
- Neat and well-groomed hair, sideburns, mustaches and beards (no artificial colors e.g. pink, green, etc. that would be deemed unprofessional).
- Moderate make-up.
- Secured long hair.
- Clothing must not interfere with the safe operation of equipment.
- Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others.
- Tattoos that are perceived as offensive, hostile or diminish the effectiveness of the employee's professionalism must be covered, and not visible to staff, customers or visitors.

Appropriate Attire

Any Strategic Aviation Ltd. staff that maintains regular, in-person contact with customers will be required to wear appropriate business attire.

Inappropriate Attire

The following items are not permitted in any area during normal working hours:

- Sweat pants;
- Jogging pants;
- Pants that expose the midriff, underwear or leggings;
- Gym shorts;
- Bicycle shorts or other athletic shorts;
- Low-cut tops;
- Halter tops;
- Spaghetti strap tops;
- Tops that expose the midriff or underwear;
- Mini-skirts;
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing;
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting;
- Any form of clothing that is overtly commercial, contains political, personal or offensive messages;
- Plastic flip-flops or sandals; or beach footwear

Personal Protective Equipment

- Personal/Protective safety equipment must be worn at all times in areas where such equipment is required.

Clarification

- Every Strategic Aviation Ltd. employee is responsible for exercising sound judgment and common sense for his or her attire at all times. If an employee is deemed to be wearing inappropriate attire, their Manager is responsible for coaching the employee accordingly.
- Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines or a particular business areas dress requirements, contact your manager.

Compliance

- Departure from appropriate grooming, hygiene and attire standards will result in employee counseling and/or disciplinary action up to and including termination of employment.
- Personal appearance standards may be reviewed periodically and updated as deemed necessary.

Uniform and Work Boots

- The following items will be issued to employees upon hiring:
 - 1 Ball Cap
 - 2 Golf Shirts
 - 1 Hoodie
 - 1 High Visibility Vest
- During the first winter season of employment, employees will be issued the following cold weather gear:
 - 1 Toque
 - 1 Winter Coat
- Upon hire, employees will be reimbursed up to \$95 towards the purchase of a new pair of work boots. Employees must submit a scanned copy of the receipt to payroll in order to qualify for reimbursement.
- At the end of the employment relationship, regardless of the cause, uniforms must be returned within 5 days in acceptable condition.
- Acceptable condition includes the uniform being: clean, free of holes, and free of intentional markings