

Company Name:

Gas Eight

Company Industry:

Petroleum Consultants

Company Description:

Gas Eight is a leader in consulting services for petroleum products companies. With over 20 years experience in the oil and gas industry they are well positioned to assist with many operational challenges petroleum companies face. Gas Eight is headquartered in Delta, British Columbia and serves clients in Canada, the United States, and Australia. With over 450 employees based in three countries, Gas Eight has eight teams of experts who will work with your organization in areas such as human resources, training and education, operations, distribution, engineering, research, technology, and capital planning. As a private company we can assure confidentiality in all consulting work.

Purpose of Training:

Gas Eight has a dress code policy that applies to all employees. The dress code includes a section for employees who work in a Gas Eight office and a separate section for when employees meet with clients.

Recently, the human resources team has had conversations with a number of employees (more than 20) due to inappropriate dress while at a Gas Eight office. There have been no reports, from managers or clients, of inappropriate dress when meeting with clients.

Human resources has just completed an annual review of the dress code policy which included surveying their own clients as well as several other companies who do similar work. They have found that the dress code policy at Gas Eight is similar to those of other companies and clients are satisfied with Gas Eight employee appearance. They have also completed an internal survey that indicated that 55% of the employee population is not aware of the Gas Eight location dress code policy but over 80% are familiar with the appropriate dress for meeting clients.

HR, in consultation with their internal training department, has decided to use a training and communication approach to familiarize employees with the dress code policy placing emphasis on the policy for appropriate dress at Gas Eight locations:

1. Re-communicate the policy to all employees through an email from HR, and by posting the policy with an announcement on the employee communication network. It is expected that about 60% of employees will view the email and approximately 50% of employees will view the announcement on the communication network. The communications will both include a link to the policy and a Frequently Asked Questions (FAQs) document. Employees will be encouraged to speak with their manager for clarification. A separate communication will be sent to managers to provide their HR representative's

name who can answer questions. The communication will also reference upcoming training.

2. Roll out an interactive eLearning course that highlights the major components of the policy through scenarios applicable to different employee groups. The eLearning course will include a short assessment. The assessment will be designed to help employees review the policy and familiarize themselves with appropriate dress. The course will also include links to the policy and FAQs as well as an employee worksheet to act as a personal reference about the policy. All employees will be required to complete the training within three months of roll out. New employees will be required to take the training within their first three weeks of employment.
3. Managers and HR will collaborate on employee reviews over the next six months to evaluate employee adherence to the dress code policy. Employees who do not adhere to the policy will receive a verbal warning and will be required to read and sign off on the policy. Further infractions will result in a written warning. If an employee continues to dress inappropriately further discipline will be taken up to and including termination.

Employee performance and adherence to the dress code will continue to be monitored by HR. One year (12 months) after the eLearning course roll-out, HR will conduct another survey to determine if employee awareness of the policy has increased sufficiently (above 95%). To ensure continued diligence, HR will review and communicate annually about the policy.

Gas Eight Dress Code

Employees are expected to be dressed and groomed appropriately during working hours or when representing the company. Employees should appear neat and professional at all times with clothing appropriate for any unscheduled meeting with clients, vendors, or others.

Business casual clothing is acceptable for our work environment. However, when conducting a customer meeting or attending another business function, wear traditional business clothing unless business casual is otherwise agreed upon.

Listed below is a general overview of acceptable business casual attire as well as a listing of some of the more common items that are not appropriate for our work environment. Neither listing is intended to be all-inclusive. Rather, these items should help set the general parameters for proper business casual attire wear and allow you to make intelligent judgments about items that are not specifically addressed.

Acceptable	Unacceptable
Polo shirts	Shorts
Golf shirts	T-shirts
Sweaters	Athletic shoes / Sneakers
Knit tops	Sweat shirts or pants / Yoga pants
Slacks	Tank tops / Tops with spaghetti straps
Blouses	Cargo pants
Skirts	Flip flops
	Exposed underwear or bra straps

Denim is acceptable attire only on Fridays, Saturdays, Sundays and statutory holidays. On these days denim must be in good condition. For example, clothes must not be torn, frayed, or faded.

Perfume, cologne, and aftershave lotion should be used in moderation, as some individuals may be sensitive to strong fragrances.

Any clothing, jewelry, or tattoo that conveys a negative statement toward a race, gender, sexual orientation, age, religion, disability, or is otherwise considered harassing or offensive is forbidden.

An employee should take into consideration any job specific safety concerns when determining what attire is appropriate. For example, as required, employees should wear appropriate personal protective equipment when in an environment where it is required.

You are responsible for adherence to this policy. If your manager feels your personal appearance is inappropriate, you may be asked to leave the workplace and return properly dressed or groomed. Under such circumstances, you will not be compensated for your time away from work.

Disregarding or failing to comply with this standard of dress could lead to disciplinary action, up to and including termination of employment. Consult your manager or Human Resources if you have questions as to what constitutes appropriate appearance.

Where possible, reasonable accommodation may be made for a person with a disability or to accommodate a person's religious beliefs.