



Office Etiquette Directive

Rationale

SAMU is committed to providing an environment that enables our employees to work comfortably and safely in the workplace.

Definitions

Casual attire includes, but is not limited to, jeans, shirts with or without collars, hoodies, skirts, and shorts.

Professional attire are outfits that are well-tailored and free of images or graphics, and should be clean, ironed and free of rips, holes, or stains.

Scent products include, but are not limited to, perfume, cologne, diffusers, incense, candles, air fresheners and deodorizers, and fresh flowers.

Regulations

Clothing

1 SAMU's dress code is casual attire unless the day's tasks require professional attire.

1.1 SAMU employees should wear clothing that is clean, comfortable, and practical for work.

1.2 Clothing that has words, terms, or pictures that may be deemed offensive to others is unacceptable.

1.3 Clothing that has the SAMU logo is encouraged.

Scents

2 SAMU is a scent sensitive office.

2.1 Employees will refrain from using scent products in the office.

2.1.1 Employees who receive fresh flowers are encouraged to take them home at the end of the work day.

Sound

3 Employees will use headphones when listening to music in the office.

4 Within the open office spaces, conversations that take longer than five minutes must take place in a meeting room or outside the open office areas within SAMU.

4.1 The SAMU Rumpus Room is exempt from this from 11:30am-1:30pm and on special occasions.



5 Alternate methods of communication, including email and online chat, are encouraged when possible.

Office Guests

6 Office guests are required to sign in and out at the reception desk.

6.1 Employees will greet their guests at the reception desk and escort them to their meeting place.

6.2 Employees will escort their guests to the reception desk upon completion of their meeting.

Campus Closures

7 If working in or visiting the office when the campus is closed the employee must notify MacEwan security that they are in the building .

Violations

8 An employee who fails to meet these standards, as determined by their supervisor, will be verbally notified.

9 An employee who continually fails to meet these standards may be subject to Disciplinary Action.



Fact Sheet

Approvals:

First Approval – February 12, 2024

Last Approval –

Date of Last Review: February 12, 2024

Source and Updates:

February 12, 2024: *Office Etiquette* Directive approved by Directives Group motion 2024-02-12-12.
Source material taken from Office Etiquette Procedure.

Related Documents and Forms: