



SECTION: HUMAN RESOURCES

EFFECTIVE DATE: 06/27/2002

POLICY: APPEARANCE

REVISION DATE 02/01/2016

REVISION #: 12

PURPOSE: To allow our employees to work comfortably and safely in the workplace. Yet, we still need our employees to project a professional image for our customers, potential employees, and community visitors. A dress code is a set of standards developed to help provide employees with guidance about what is appropriate to wear to work. Dress codes range from formal to business casual to casual. The formality of the workplace dress code is normally determined by the amount of interaction employees have with customers or clients.

POLICY:

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting.

Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged.

Departments that require protective safety apparel or specific standards of uniform or dress will establish and enforce a departmental addendum to this policy. Applicants will be informed of the specific requirements during the interviewing/onboarding process. Reference uniform policy.

Certain days can be declared dress down days, generally Fridays. On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, may be allowed in non-patient care areas.

This is a general overview of appropriate business casual attire. Items that are not appropriate for the hospital are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or your Human Resources staff.



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Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, shorts, bib overalls, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops;; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress. Occasionally a special t-shirt may be worn for a specific event as approved by the CEO and only for that particular event. Jackets with hoods are not acceptable. Jacket colors should be consistent and/or coordinated with the uniform color.

Uniforms

All uniforms and additional apparel are to be professional in style, in good taste, comfortable, well fitting, clean, neat, and pressed. Scrubs should be a solid color. Shoes should be clean, well-fitted, offer good support, and needed protection. Safety is of prime importance. Reference Uniform policy.

Shoes and Footwear

Conservative athletic or walking shoes, loafers, clogs, and sneakers are acceptable in clinical areas; Boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings and open toe shoes is acceptable in non-clinical areas only and not permitted for anyone directly involved in patient care (i.e. Environmental Services, Maintenance, Materials Management, and Food Service).



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Jewelry, Makeup, Perfume, and Cologne

Should be in good taste. Visible body piercings should be limited to ears only and only two earrings per ear. Ear gauges are not acceptable. For safety reasons, no hoop, loop or droop earrings should be worn in patient care areas. Use of fragrances in direct patient care is prohibited. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

Tattoos

Tattoos must be covered. Tattoos for religious purposes may be allowed and reviewed on a case by case basis.

Hats, Hair and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Hair styles, length and color must avoid extremes and fads. Hair must be clean, combed, dry, neatly trimmed or arranged, and of a natural hair color. Shaggy, unkept hair is not permissible regardless of length. Hair must not interfere with the normal field of vision or the performance of assigned duties. Hair coverings must be worn for dietary employees and procedure areas

Sideburns, mustaches and beards must be kept clean, trimmed and well groomed.

Name Badges

Every employee is provided an ID badge. The badge must be clearly visible no lower than 10 inches below the chin at all times when on duty to clearly identify their role in providing service. The photo and name cannot be obstructed from view. Pins and stickers may not be attached.

There will be a \$5.00 replacement fee for lost badges.

Fingernails

Neatly trimmed fingernails are required by all employees. Artificial nails are prohibited in clinical areas and dietary. Nail polish is not allowed for dietary employees. Chipped nail polish is not acceptable in surgical areas.

Casual Fridays

Blue Jeans for non-patient care areas will be permitted on Friday's.



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Conclusion

If clothing fails to meet these standards, as determined by the management, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a written warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

APPROVED BY:

ORIGINATOR

ADMINISTRATIVE