

	HUMAN RESOURCES POLICIES & PROCEDURES		
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TITLE: APPEARANCE AND HYGIENE			

PURPOSE

To provide guidance on appropriate dress and appearance of hospital and facility personnel.

POLICY

Employees are expected to report to work clean and well groomed, maintaining an appropriate and professional appearance at all times. Employees should adhere to the dress code rules of the facility and department. In general all staff will be expected to wear either approved uniform or professional dress in all positions.

For security and patient relations reasons, all employees are required to wear identification badges during the work hours or hospital sponsored educational activities. ID badges must be worn above waist on upper torso area.

The dress code information is meant to establish general guidelines for acceptable dress and appearance. It is not meant to be an all inclusive list. Questions concerning acceptability of a person's appearance should be directed to the supervisor, director or administrative representative.

Any employee determined to be inappropriately dressed **may be sent home without pay until he or she returns appropriately attired or groomed.** Multiple dress code infractions or continuous disregard for the dress code policy will result in performance management up to and including termination.

PROCEDURE

1. Grooming and Hygiene
Grooming and personal hygiene are important at work because patients, visitors and co-employees often make assumptions about the facility quality of care based on appearance of the employees and the facility surroundings. Showers, dental hygiene, the use of deodorant, clean clothes, nails and hair brushed/styled and clean, and shave are minimum daily requirements before work. No artificial/acrylic nails in patient care areas are allowed. Nails should be no greater than 1/4" and must be neatly trimmed and clean.

Facial hair shall be neatly trimmed, close cropped to face, and is acceptable where it does not interfere with facial masks required for use during various functions of the job.

2. Footwear

Appropriate footwear is required not only for appearances, but also for safety reasons. Footwear standards will vary from position to position, but it usually consists of comfortable leather or similar material in either work or dress shoes. Extreme colors, style, heel height, sandals, etc. are not allowed. Open toed shoes are not allowed in work areas where heavy equipment may cause injury to the employee's foot.

Comfortable, walking type work shoes are required in patient-care areas. Walking shoes must be clean, professional looking, and in good shape.

3. Clothing

Uniforms generally work in patient settings, and professional clothes are expected in other areas. Clothing must be selected to ensure torso is completely covered even when bending and/or reaching. Business casual is appropriate in other areas and may include the following: men are typically required to wear dress slacks, and dress shirts where appropriate; women are generally required to wear dresses, skirts, capris, shorts, or slacks and acceptable tops in non-uniformed areas.

Some examples of dress generally considered inappropriate and not allowed in a hospital setting are as follows:

- Denim-any color (jeans, skirts, etc.)
- , Sweat pants
- Shirts with advertising
- Short dresses or short skirts
- Sun dresses (ie spaghetti strap, low back
- Any article of clothing that shows undergarments, excessively sagging pants/scrubs
- Shorts, walking shorts
- Sweatshirts
- Low cut shirts/blouses, attire that exposes cleavage or chest hair
- See through tops
- Tee shirts and/or tank tops
- Midriff exposing tops

Each employee should check with their supervisor for department specific dress code information.

4. Headwear/hair styles

Most employees are not allowed to wear hats or other headgear on a regular basis; some areas exempted are food services and surgery. In outside areas where hats are required they must be approved.

Hairstyles change periodically, but staff are always encouraged to avoid extreme hairstyles with respect to color, cut and shape (i.e.: dreadlocks) unnatural colored hair (i.e.: blue, green etc). In any patient care areas hair must be pulled back on the neck or shoulder.

5. Accessories

Employees are encouraged to be conservative in choosing jewelry and other accessories. Dangling earrings may pose a danger to the employee in patient care areas and, therefore, should not be worn. Examples of inappropriate accessories and body art include (but not limited to) hoops, bars, large studs, plugs (studs with diameter > 1/8") No facial piercing with the exception of ears (i.e. no lip, eye brow, in nose etc). Excessive ear piercings >2 are not allowed. All hoops, bars, large studs and facial piercings must be removed while employee is at work. Watches, necklaces, bracelets, and other accessories should be worn so that they do not interfere in work or prove to be a distraction to others at work. Items such as earrings worn in areas other than the earlobe are considered unprofessional and should not be worn in a healthcare setting. Tattoos should be covered as much as possible at all times in order to maintain a professional environment (i.e. tattoos on the arms, neck, face, chest, top of feet, ankles, legs, etc.).

6. Fragrances/Perfumes/Aftershave

Employees should be aware that many patients, visitors and staff have conditions, such as allergies and asthma, which can be aggravated by perfume, aftershave or cologne. All employees are asked to limit the use of perfumes or colognes at work.

7. Cosmetics

Staff members are encouraged to be conservative in application of cosmetics including make-up and nail polish. Extreme styles are discouraged and may result in the employee being sent home without pay until he or she returns appropriately attired or groomed.

8. Uniforms

Some departments are required to wear uniforms such as scrub tops and pants. It may be necessary for uniformed employees to wear an extra covering under scrub tops if not fully covered when bending. The hospital will purchase uniforms for those departments required to wear designated uniforms which are specific/special in design. In other departments required to wear uniforms, the employee will be responsible for purchasing the uniform. The employee will be required to be in designated uniform within thirty

(30) days after the initial hire date. Any tarnished uniforms will be required to be replaced at the discretion of the Department Director and at the expense of the employee.

Each employee is responsible for abiding by the uniform policy in each area. Employees should contact their managers for information to the appropriateness and procurement of uniforms for their position.