

Policy Title: Employee Dress and Appearance Policy	
Department: Human Resources	
Area: Employee Relations & Practices	Effective Date: November 1, 2003
Pages: 3	Date Last Revised/Reviewed: April 1, 2008
Approved by: Andrea Rosler	Reference Number:
Date Approved: April 1, 2007	Inactive Date:

Scope

All employees who are wearing a hospital badge or are badged in to work including students and contractors working on facility premises. Construction contract workers must adhere to appearance standards as defined by the Plant Operations department.

Policy

Your attire, grooming, and personal hygiene are critically important to the hospital's success. Employees are expected to demonstrate professionalism and good judgment at all times related to clothing and appearance. Clothing must fit and be appropriate for your size. Clothing and jewelry which may pose a safety hazard or which could interfere with or detract from the delivery of high quality care of our patients or other business functions of the hospital, will not be permitted. We require that you observe the following specific standards while performing your duties:

- **Personal Hygiene** is very important. Showering and the use of anti-perspirant or deodorant are required. Strong perfume or fragrances of any kind are not permitted. All fragrances are discouraged for employees who have patient contact.
- **Hair** must be clean, well groomed, and of a natural color (i.e. no pink, orange, blue). Distracting extremes in hair styling, dyeing, bleaching and coloring are not permitted. Hair accessories must not be distracting or extreme. Shaving any portion of the head except where based on medical or physiological reasons is not permitted for female employees. Hair below shoulder length should be confined if it falls forward over the face while working. Mohawk's are not permitted.
- **Hats and sun visors** are not permitted unless they are issued by the hospital. They must be clean and in good condition and the brim of the hat must face forward.
- **Contact lenses** or tinted lenses must not be distracting.
- **Mustaches, beards and goatees** are permitted but must be neatly trimmed and not present a bushy or unkempt appearance. Mustaches must not extend over the lip.
- **Fingernails** should be kept clean and cannot exceed ¼ inch from the tip of the finger. Extreme colors and nail art are not permitted. Artificial nails (i.e. acrylic/gel overlays, acrylic/gel nails, wraps, tips, and nail strengthener or hardener that is not removable by acetone) are not permitted if the employee has direct contact with patients, transports patients, or works in the Food & Nutrition Department.
- **Rings, necklaces, bracelets, earrings, toe rings, and wristwatches** are permitted. Employees are permitted to wear up to two necklaces, two bracelets (wristwatch counts as a bracelet) per wrist, two rings on each hand (wedding set counts as one ring), up to two earrings in each ear lobe and one toe ring per foot. Earrings are not permitted on the top of the ear or in the cartilage above the earlobe. Earrings must not be larger than 1 inch in diameter or length for clinical employees and 1½ inches in diameter or length for non-clinical employees.
- **Visible body piercing** (other than earrings) is not permitted. This includes tongue piercing and forking, eyebrow piercing, placing spacers in the ear lobe, nose piercing and any other piercing that may be deemed as distracting.

- **Pins** are permitted if they are hospital issued, issued by academic institutions, or approved by Human Resources. Employees may wear up to two pins on their lapel or through the slot at the top of their badge.
- **Tattoos** must be covered. Extreme body altering and branding must not be visible.
- **Uniforms-** Employees who wear scrubs or uniforms may only wear solid bottoms with a coordinated top (solid or print). Non-clinical departments may choose uniform standards or professional dress
- **Shirts** must be well-maintained, not faded and have no inappropriate or offensive wording or pictures. T-shirts worn as a primary outerwear garment are not permitted. Sweatshirts with hospital/dept logo are permitted. Wellness Center, Sports Max and Physical Therapy department employees may wear department logo t-shirts. Lingerie straps, spaghetti straps, indented armholes, cut-off sleeves, racer back tops, revealing or plunging necklines are not permitted. Cleavage must be covered. See-through clothing is not acceptable. Undergarments must be concealed and be worn at all times.
- **Sleeves-**Clinical personnel must wear shirts and dresses with sleeves. Non-clinical personnel may wear sleeveless shirts or dresses as long as they are in good taste and undergarments are covered.
- **Pants-** Stirrup pants, bike shorts, leggings, sweat pants, jogging pants, and skorts are not permitted. Pants must fit, look professional, and extend below the knee. Spandex and parachute material is not permitted with the exception of the Wellness Center, Sports Max and Physical Therapy department. They may wear department issued wind suits. Denim material is acceptable for pants with the exception of indigo or blue jeans. Denim material must not be excessively faded.
- **Shorts**, if approved by your department, should be no shorter than three inches above the top of the knee. Departments and personnel approved to wear shorts are Wellness Center, Sports Max, Outpatient Physical Therapy, Plant Operations grounds crew, hospital couriers and employees who work on the loading docks.
- **Dress and skirt** lengths cannot exceed three inches above the top of the knee. The top of the slits or kick pleats in skirts/dresses should not exceed five inches above the top of the knee. Indigo or blue jean dresses and skirts are acceptable as long as they are not extensively faded.
- **Hosiery or socks** must be worn by clinical personnel. Non-clinical personnel may forgo hosiery if they wear skirts or dresses that touch the knees.
- **Shoes** must be worn at all times and must be clean and in good repair. They should match or complement your uniform or outfit. Open toed shoes are acceptable in non-clinical areas. Flip-flops are not permitted in any area. If your department has safety restrictions you must follow those guidelines.
- **Shoe covers and booties** cannot be worn outside of your department or unit.

Medical Restrictions-Requests for an exception to this policy for medical reasons must be presented to the Employee Health Office with supporting medical documentation. Employee Health will retain a copy of the request and medical information and will respond in writing to the request. A copy of any approved exception will be sent to your manager. Medical restrictions or exceptions must be updated annually and are reviewed on a case-by-case basis.

Religious Accommodation-Requests for an exception to the policy for religious beliefs or questions regarding the accommodation of medical restrictions should be directed to the Human Resources Department.

General Guidelines-Employees who change into required apparel once on campus may wear clothing outside this dress policy to and from work, but must not wear a badge or represent themselves as employees while not dressed professionally for work.

Throughout the course of the year, the Hospital may choose to allow certain attire outside this dress policy on certain days for special events.

Questions, clarifications and interpretations of this policy may be necessary and should be directed to the Human Resources Department. The Vice President of Human Resources is designated as the principal administrator of this policy and shall determine questions of interpretation, clarification and application, in accordance with the overall objectives of this policy. Questions regarding appearance standards for construction contract workers should be referred to the Plant Operations Department.

Department managers are permitted to adopt a stricter Dress and Appearance Policy for their individual departments if they deem necessary. For example, Food & Nutrition Department employees must abide by the Madison County Health Department Code. All department policies must be approved by Human Resources.