

 Policies and Procedures	Policy Number: HR 0007	Effective Date: April 6 th , 2015
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Manual: Human Resources Approved by: Director of Human Resources	Title of Policy: Appearance	

TITLE: APPEARANCE

STATEMENT OF POLICY:

TrustPoint Hospital has established personal appearance and dress standards through which employees are expected to project an image of professionalism to patients and visitors. The dress code for employees who work in clinical areas is designed to ensure patient and employee safety. All formal Leaders, including Directors, Managers, Supervisors, Team Leaders, and Charge Nurses, are expected to enforce the dress code and have the authority to require inappropriate attire to be modified.

All Employees (Clinical and Non-Clinical):

A. ATTIRE:

Employees must wear appropriate attire for the areas in which they work. The color of scrub pants is specified by job title. Employees must comply with specific dress code and scrub color. *Denim and/or blue jeans are not permitted, including colored denim material pants (facility wide).*

1. **Nurses:** Royal blue or white scrubs or blue/white scrub pants with matching print scrub tops.
2. **Patient Care Technicians:** Black scrubs or black scrub pants and matching print scrub tops. May substitute khaki or black pants provided they are clean and pressed. May also substitute black polo style collared shirt for scrub top.
3. **Respiratory Therapy:** Misty green scrubs or misty green scrub pants and matching print scrub tops.
4. **Pharmacy:** Greystone scrubs or greystone scrub pants and matching print scrub tops or white scrub jacket. Pharmacists may wear business casual with white lab coat.
5. **Rehabilitation Physical and Occupational Therapy:** Ceil blue scrubs or ceil blue scrub pants with matching print scrub tops.
6. **Social Services:** Teal-green scrubs or teal-green scrub pants with matching print scrub tops.

7. **Unit Secretaries, Clerical Employees (i.e. Administration, Reception, & Business Office), Recreational Therapy, Assessment Specialist, Materials Management:** Business casual. (Slacks, khakis, or skirts (at or below the knee); blouses, polo shirts, or shirts with collar; some sweaters; and closed toe shoes. Excluding tee shirts, shorts or leggings unless worn as tights.)
8. **Environmental Services Employees:** Beige scrubs or beige/ khaki pants.
9. **Facilities:** TrustPoint logo polo style collared shirt or button front shirt either navy blue red, Dickies style uniform or khaki cargo pants. Tee shirts, sweatshirts, and pullovers may be worn on the roof and mechanical areas when working out of sight and in extreme temperature conditions.
10. **Dietary:** TrustPoint polo style collared shirt and khaki pants.

B. BADGES:

Hospital personnel photo identification badges **MUST** be worn at all times and the information must be visible. All employees will receive one badge upon hire.

1. Badge will be worn in the front shoulder/chest area. Badge will be no lower than 4 inches below the shoulder.
2. All clinical staff are required to wear the appropriate colored “badge tag” for their discipline (these will be provided).
3. Picture on ID must be visible and not covered.
4. If an employee needs a duplicate badge, \$5 will be charged at the time of replacement by Human Resources.

C. SHOES:

1. Tennis shoes are acceptable with scrubs, provided the shoes are clean, neat and in good repair. “Crocks” or other open back shoes are not permitted. Tennis shoes are not deemed as appropriate business casual attire. Flashy athletic shoes, thongs, flip-flops, slippers, and any shoe with an open toe are not acceptable in the facility (clinical and non-clinical).
Refer to: OSHA Requirements
2. Facilities: Work boots, hiking boots, and casual dress shoes are acceptable. Tennis shoes are acceptable if they are dark and uniform in color.

D. PANTS:

1. Scrub pants must be a solid color and full length. Business casual slacks, khakis, skirts or dressy capris; excluding legging and/or any spandex fitted pants.
2. Denim and/or blue jeans are not permitted, including colored denim material pants (facility wide).

E. SHIRTS, TOPS, BLOUSES:

1. Clinical Environments: tee shirts or turtleneck tops may be worn under scrub tops and must look neat, tidy, be tucked in, and must be plain white, black or designated color to match with scrub top no other outerwear is permitted over scrub tops, with the exception of a lab coat.
2. Inappropriate tops for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; sweatshirts, and tee shirts unless worn under another blouse, shirt, jacket, or dress.

F. UNDERGARMENTS:

1. Must be worn.
2. Exposed cleavage is not acceptable.
3. Exposed midriff area is not acceptable.

G. BODY DECORATIONS:

1. All visible piercings (with the exception of pierced ears), including the tongue, are unacceptable.
2. Tattoos and other body art must be covered while at work (e.g., arm tattoos covered by long sleeve undergarment, etc.).

H. NAILS:

1. Nails must be trimmed and not distracting if painted, and must be free of chips and cracks. Natural nails must be short enough to allow the individual to thoroughly clean underneath nails and not cause glove tears. Suggested acceptable length is 1/4th inch or less beyond nail bed.
2. Artificial nails (acrylic, press on) or long nails are not acceptable for employees who provide direct care or potentially handle materials that come in contact with patients.

Refer to: OSHA Blood Borne Pathogen Standards 1991.

I. HAIR:

1. Hair length and style, mustaches, beards and sideburns should be neat, clean and appropriate.
2. Hair should be natural in color, excluding exotic colored hairs (purple, blue, pink, etc.).

Compliance with elementary rules of personal hygiene is expected, along with conservative use of perfumes, make-up, jewelry, accessories. All garments should be without the need of repair (i.e. faded, frayed, tattered or torn). Head coverings, (i.e. scarves, bandanas, caps, etc.) that are required for religious purpose or to honor cultural traditions should be approved by your supervisor.

Due to contact with patients and the public, it is imperative that the work attire of all employees be appropriate and identifies them as facility employees. If an employee's attire fails to meet these standards, as determined by the employee's supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again, or may be sent home to change clothes, without pay for the period in which they are away from their job assignment, and/or be subject to corrective action. Progressive disciplinary action will apply if violations continue.

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.