

DEPARTMENT: HUMAN RESOURCES	POLICY DESCRIPTION: DRESS CODE
APPROVED:	REVIEWED:
REPLACES:	RETIRED:
ADOPTED:	REVISED: 11/30/2016
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SCOPE: All ARH employees, students, and volunteers.

PURPOSE: This policy establishes standards of appropriate dress and appearance for those who work at ARH. The professional image of individuals who perform work at ARH helps patients and visitors feel comfortable and confident in the care they receive. Patients' perceptions of professionalism directly impact their confidence in the competence of ARH staff. It enables patients, visitors and colleagues a method of identifying care providers in their roles. A high level of professionalism also enhances ARH's reputation as a leader in the community.

PROCEDURE:

A. Professional Appearance

1. All employees must be neat and clean when they report to work.
2. Cleavage and midriff area of the body must not be visible.
3. Appropriate undergarments must be worn and not be visible.
4. Daily hygiene of skin, hair and teeth is expected.
5. Hair on head or face shall be clean, trimmed, and controlled in an appropriate style so not to interfere with job duties.
 - a. Color and style shall remain conservative.
 - b. Below-the-shoulder length hair is to be tied back or up off the shoulders (direct patient care providers only.)
6. Make-up is to be appropriate for a professional healthcare environment.
7. In consideration of the comfort and possible allergic reactions of others, perfumes and cologne shall be minimal. Minimal is defined as undetectable by patients or co-workers.
 - a. Staff members that smoke must take steps to reduce the lingering scent of smoke from their clothing so as to be unnoticeable.
8. Tattoos must be covered.
9. Jewelry (including pierced jewelry) is not to interfere with the duties of the employee or pose a hazard to the patient or employee.
 - a. Body piercing jewelry including: industrial piercing, studs, nose rings, ear chains, ear gauges of any size, eyebrow rings, tongue studs whether visible or not, piercings in any visible body part except ears are unacceptable.
 - b. Rings are allowed in moderation (i.e.: wedding band and engagement ring if it does not compromise the integrity of gloves – (direct patient care providers only.)

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10. Fingernails can present a safety hazard and infection control issues. To minimize infectious disease transmission, employees giving direct and indirect patient care in clinical areas must comply with the following:
- a. Natural Nails
 - i. Will be kept short less than ¼ inch beyond the end of the finger
 - ii. Non-opaque polish is acceptable when kept neat and not chipped
 - b. Acrylic Nails/Overlays
 - i. Acrylic nails will not be permitted
 - ii. Acrylic nails must be removed prior to reporting for duty. The employee will not be permitted to start work until compliance is met

B. Attire

1. Attire, including shoes must be neat, clean and safe.
2. Employees who are required to wear uniforms shall wear the appropriate color uniforms as designated by ARH. Employees shall assume responsibility for making sure their uniforms are clean, in good repair, and appropriate in length.
3. Employees not required to wear uniforms are to report to work in appropriate business attire.
 - a. Examples of inappropriate attire include:
 - i. Jeans
 - ii. Leggings
 - iii. Stirrup pants
 - iv. Spandex
 - v. Skorts (culottes)
 - vi. Walking shorts
 - vii. Bermuda shorts
 - viii. Sweat pants
 - ix. Sweat shirts
 - x. Mini skirts
 - xi. Tank Tops
 - xii. Halter Tops
 - xiii. T-shirts
 - xiv. Tube Tops
 - b. Examples of inappropriate shoes include:
 - i. Flip flops
4. Patient care staff is required to wear close toed shoes.

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5. Shoes must not pose a safety risk. ARH may require special shoes to be worn in designated areas.
6. Unless required for safety or for individuals whose work takes them outdoors, hats shall not be worn.
 - a. Exceptions - documented religious attire or medical necessity only in defined areas, e.g. surgery, procedure room, etc.
 - b. Hats are to be plain or have the ARH approved logo.
7. "Casual days" may be established with prior approval from the facility CCEO, normally in recognition of goal achievements or in support of ARH sponsored charities. Casual attire must conform to the general principles in Section B, excluding jeans and T-shirts. T-shirts should be ARH issued or approved.
8. ARH reserves the right to determine appropriateness of dress standards.

C. Identification Badge

1. All employees are required to wear the photo identification badge issued by ARH. Employees must wear this badge while on duty. The badge must be visible and located above the waist. The employee should return the badge to their manager or Human Resources department at termination of employment.
 - a. Any device used to display the employee identification badge such as: neckbands, pull strap badge holders, pull chains is not to interfere with the duties of the employee or pose a hazard to the patient or employee. (Direct patient care employees must wear break away badge devices.)

Failure to comply with these standards will result in progressive disciplinary action and employee being sent home without pay.