



**Origination Date:** 1/1/2013  
**Effective:** 8/14/2017  
**Last Approved:** 8/14/2017  
**Last Revised:** 8/14/2017  
**Next Review:** 8/13/2020  
**Owner:** *Thomas Christensen: Director of Talent Engagement*  
**Policy Area:** *Human Resources*  
**Reference:** *Policy*

## Professional Appearance and Dress Code

### POLICY:

Employee appearance has a significant impact on a patient's perception of the overall organization. It is the policy of Confluence Health (CH) that the standards for professional appearance of staff (employees, practitioners, students, vendor representatives, contract/agency staff, and volunteers) will be professional business standards.

A conservative approach to grooming, dress, and hairstyles is most compatible with the professional nature of CH services.

### PROCEDURE:

#### A. Responsibility:

1. Managers are responsible for ensuring their staff comply with this policy.
2. Staff with questions regarding dress code and appearance are advised to speak to their manager/director.
3. It is the responsibility of each manager/director to brief new employees on the applicable uniform/dress code policy and assure that all department employees adhere to these policies.
4. Questions concerning the appropriateness of a particular item of apparel are to be brought to the attention of the department manager who, in consultation with Human Resources, will determine whether or not the item is in keeping with the applicable dress code.

B. **Good hygiene** is expected of all staff at all times while on duty or attending any organizational function, e.g., educational programs, conferences, departmental meetings.

C. **Hair** must be clean and well groomed with a natural color (not orange, blue).

1. Beards, mustaches and sideburns must be clean, neatly trimmed, and not interfere with personal protective equipment.
2. Nutrition Services workforce members: must wear hair restraints such as a hat, hair coverings or nets, beard restraints and clothing must cover all body hair while serving food.

D. **Fingernails** are to be clean, trimmed, and of reasonable length.

1. Nail polish is to be maintained in good condition.
2. Artificial and acrylic nails or any type of nail enhancement are not permitted in patient care areas.

E. **Jewelry** may not interfere with job performance and personal or patient safety. Acceptable jewelry includes:

1. Jewelry, rings, necklaces and pins
2. Wrist wear, such as watches, bracelets and comparable medical identification bands
3. Earrings. Dangling earrings are not permitted when providing direct patient care (see Dress Code for Nursing)

F. **CH Identification:**

1. ID badges (employee photo must not be covered by stickers, pins, etc.)

G. **Body piercing:**

1. Piercing not located in the ear (except small nose studs) must be removed or covered with clothing while working.
2. Small nose jewelry studs no larger than two (2) millimeters in diameter or clear studs are permitted.
3. Nose rings, eye brow rings, tongue rings, lip rings, or rings attached to other visible body parts (except ears) by piercing are prohibited.

H. **Tattoos:** Visible tattoos must be small in nature and not construed as offensive or illegal. Individuals may be asked to cover tattoos at management or HR discretion. Any questions regarding the interpretation of this requirement shall be decided in favor of conservative standards. Large tattoos on the neck, face and arms must be covered if in public facing areas, unless an infection control risk.

I. **Fragrances and scents:**

1. Use of strong scented personal care products (perfume/cologne, hairspray, body lotion, deodorant, aftershave) shall be minimized to avoid offending or affecting others.
2. All staff are to be sensitive to and respectful of the fact that some co-workers and patients may have a fragrance sensitive medical condition.
3. All staff shall practice good hygiene to avoid bad and offensive body odor including making an effort to minimize tobacco smell.

J. **Gum chewing** is not permitted when job duties require contact with patients and/or customers.

K. **Clothing:**

1. All workforce members should practice common sense rules of neatness, good taste, and comfort.
2. Select clothing that communicates and reflects a professional, business-like appearance.

L. **Acceptable Attire:**

1. Clothing that fits properly.
2. Clean, pressed and wrinkle-free.
3. No holes or frayed areas and not faded.
4. Any professional garment where the sleeves extend to, at least, the edge of the shoulder.

M. **Unacceptable attire:**

1. Tight fitting and/or provocative clothing to include low, revealing necklines.
2. Sheer clothing that shows undergarments.
3. Any color of denim, whether jeans, jackets, vests, dress or skirts (unless approved by CHRO or part

- of daily uniform).
  - 4. Sweatshirts, T-shirts (unless approved by CHRO) and sleeveless shirts.
  - 5. Hemlines shorter than 2" above the knee.
  - 6. Casual clothing that you might wear to the gym, or the beach (i.e. shorts, sweats, yoga pants).
  - 7. Solid colored leggings may be allowed if worn with a long sweater, dress or tunic.
- N. **Footwear** should be clean, polished, and in good condition.
- 1. Beach, river, casual sandals and sandal thongs are not permitted.
  - 2. Open-toed shoes and sandals are not permitted for patient care services positions.
  - 3. Dressy open-toed shoes and sandals are permitted in non-patient care areas.
- O. **CH logo** clothing is permitted.
- 1. Other logo wear is not permitted to be worn by staff.
  - 2. Logo buttons, pins, badge lanyards, or stickers may not be worn in immediate patient care areas. (Immediate patient care areas include patient's rooms, examination rooms, operating rooms, post-anesthesia care rooms and places where patients receive treatment, such as dialysis, x-ray, and therapy areas.)
  - 3. On a case-by-case basis, other limitations may be required due to special circumstances.
- P. CH provided **surgical scrub** clothing may not be worn outside the hospital.
- Q. Scrubs or lab coats may be required for clinical staff working with patients or blood and body fluids. Need for scrubs is at the manager's discretion.

**REFERENCES:**

Pre-PolicyStat Policy Number – 4207

**Attachments:**

No Attachments

**Approval Signatures**

| Step Description | Approver                                  | Date      |
|------------------|---|-----------|
| Policy Mgmt      | Heather Fennell: LICENSING & POLICY ANALY | 8/14/2017 |
| CAO              | James Wood: CHIEF ADMIN OFFICER           | 8/14/2017 |
| VP               | JoEllen Colson: VP OF HUMAN RESOURCES     | 8/7/2017  |
|                  | Thomas Christensen: DIR TALENT ENGAGEMENT | 7/31/2017 |