

Franciscan Health System
St. Francis Hospital

POLICY & PROCEDURE

POLICY NAME: **DRESS POLICY**

POLICY #: 165

DATE ADOPTED: 5/96

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REVISION DATE (S): 10/02; 2/04, 8/04, 6/06, 6/08

PURPOSE

To establish consistent standards of personal appearance for all employees, that reflect standards of professionalism, meet safety requirements, and promote a positive image.

POLICY

Employees are expected to present themselves for work at all times in a neat, clean and professional manner, which adheres to acceptable organizational standards and meets safety requirements as set forth herein. These standards are expected at all times when an employee is on duty at St. Francis Hospital, representing St. Francis Hospital at educational meetings on or off site, or when working off site as a representative of St. Francis Hospital. Supervisors may choose to relax these standards when holding a retreat off-site or for other meetings, seminars, etc.

I. PROCEDURE

The following appearance standards apply to all employees:

- A. Personal cleanliness and good hygiene are required at all times. Employees who smoke, must be free of the odor of smoke on their breath or clothing.
- B. Employees must wear clothing, which, in the opinion of management, is clean, neat and appropriate for the employee's position and department.
- C. Hospital-issued identification badges are to be worn at all times, and must be displayed where others can easily read them, with the photo facing out. Name badges must be worn between the shoulder and chest level or attached to a lanyard worn around the neck. Pins, buttons, stickers, ribbons, or other items may not be attached to hospital identification badges. Name badges are to be removed when leaving campus. Refer to *Identification Badges; Policy #210*.
- D. Employees required to wear a uniform are expected to wear it properly, in its entirety, and in accordance with departmental guidelines. Professional looking, unique attire identified by department name and/or hospital logo (i.e., logo-embroidered vests, jackets, polos), are allowed with respective department management approval.

- E. Denim jeans and denim jackets (of any color) are prohibited. [Denim jeans may be worn if authorized by the department supervisor on an exception basis due to the nature of the work on a given day]. Stretch pants, leggings, stirrup pants, sweat suits, halter tops, mini skirts, tank tops, t-shirts, low-cut blouses, sweatshirts, midriff-baring shirts, and shorts are not permitted anywhere during work time. (Professional-looking, well-fitting sleeveless tops, such as knit shell tops are not prohibited by this policy.) Professional shorts may be worn by couriers and valet parking attendants with supervisor's approval. Skirts, professional skorts (split skirts) and dresses must be no shorter than two (2) inches above the knee. Capri and cropped pants may not be worn in patient care areas but are permissible in non-patient care departments, providing the requirements in G. (below) are met. Cropped pants must be below the knee in length. Sheer fabrics and backless clothing is never acceptable.
- F. Shoes should be comfortable, safe and clean. Athletic shoes are permitted in clinical areas or where safety issues may be present. Open-toe shoes may be worn in office areas only and must be worn with hose or stockings. Safety clogs (sold in uniform shop; e.g., Anywhere® clogs) will be allowed at the discretion of the department supervisor and may be colored so long as they are safety clogs. Hiking boots are not appropriate.
- G. Socks or hose are required at all times for employees working anywhere in the hospital. These requirements may not apply in off campus business offices where patient care is not provided (i.e., Service Center), providing all other professional appearance standards are met in the opinion of the supervisor. This relaxed standard does not apply if, at anytime during the workday, the off campus employee is required to work on the hospital premises. When an employee who works off campus comes to the hospital for work or training, the employee must follow the on campus requirements.
- H. Hairstyles must be professional in appearance and a natural color. Employees who work with food, machinery, or in a sterile environment must pin hair up off of shoulders and may be required to wear a hairnet or cap. Employees who work with patients must pull back or otherwise confine long hair (e.g., using a barrette, braid, clip) to prevent hair from falling forward into the work area. Facial hair must be clean, neat and well trimmed.
- I. Employees are discouraged from using perfumes/colognes/scented aftershave, perfumed lotions, and other heavily scented personal care items due to the potentially negative effect of such products on fragrance-sensitive persons.
- J. Unless otherwise required by this policy, nails are to be clean, well manicured, professional in appearance, and of an appropriate length (not more than ¼ inch beyond the tip of the finger for employees in direct patient contact). This is also especially important for employees whose job performance would be disrupted by lengthy nails (e.g., typist), for employees involved with patients and/or the public, or where infection control/sanitation may be an issue.

- K. Artificial fingernails (e.g., acrylics/silks) are prohibited for employees performing direct patient care or who perform tasks in patient care areas. This also includes any employee engaged in sterile processing and other decontamination activities; housekeeping activities (i.e., cleaning, decontamination, and employees handling soiled linens); food service activities; admitting activities where patient interactions and exchanges of documentation occur; those job classifications where protective gloves are routinely required; and in any job classification deemed appropriate under Infection Control standards.
- L. Hospital-provided scrubs are to be worn only in designated areas, and are not to be worn off campus. Isolation gowns are not to be worn except when caring for a patient in isolation, and must be removed when care is completed.
- M. Large, dangling earrings or other loose, protruding jewelry may not be worn in patient contact areas or where other safety factors might apply (e.g., around equipment). If bracelets or rings are so large or worn in such quantity as to be a safety concern, they must be removed.
- N. Nose rings/studs, eyebrow rings/studs, visible body rings/studs (except earrings in the ear), and other unconventional types of visible jewelry are not acceptable and must be removed when an employee is on hospital premises.
- O. Visible body art (e.g., tattoo) is not acceptable. All visible body art must be covered.
- P. The hospital limits wearing buttons and pins to only professional affiliation pins. Professional affiliation pins must be no larger than the size of a quarter for safety and professional appearance reasons. Any such item worn may not be offensive or derogatory in the supervisor's opinion, and must comply with all safety standards. *In all instances, such items may not be attached to the hospital identification badge.* Other mediums of communication (such as ribbons, stickers, signs, non professional affiliation buttons, and pins etc.) may not be worn under any circumstances.
- Q. Event and/or holiday-focused attire may be allowed at management discretion based on the operations of any given department. Such attire (if allowed) must be in good taste and non-offensive, and must otherwise comply with this policy. Halloween costumes are not allowed in patient care areas. Any costume (where allowed) must not obstruct the viewing of the employee's face or inhibit one's ability to identify the employee by comparing him/her to the photo on the identification badge. Professional-looking sweaters with holiday themes are allowed. T-shirts may be allowed for organization-sponsored events (such as United Way charitable campaigns) with the permission of the department supervisor.

II. RESPONSIBILITY

A. Employees

All employees are expected to comply with the above standards and/or with department-specific standards. Any employee who does not comply with the required standards may be required to return home to change (*incurring a Short-Notice Occurrence and without pay*) and be subject to corrective action. Refusal to comply with the dress code will be considered insubordination and will be addressed through the corrective action process.

B. Supervisors

The supervisor is responsible for ensuring compliance with appearance and dress standards in his/her department. The supervisor may establish and enforce more specific department standards required to meet unique critical, regulatory, operational, and/or safety needs as approved by the appropriate Vice President.

C. Educators

The Educator will notify the supervisor whenever an employee fails to meet dress code standards while attending an educational meeting.

NEXT REVIEW:

6/09, 6/11

REQUIRED REVIEW:

Human Resources

POLICY REPLACES:

Policy #8610-007 – Dress Code; FHS Policy #510; Personal Appearance and Dress; this policy replaces language in any previously-published handbooks, policies and memorandums.

DOCUMENTATION:

N/A

REFERENCE:

Policy #210; Identification Badges
Policy #120; Attendance