



SECTION: HUMAN RESOURCES
POLICY: APPEARANCE

EFFECTIVE DATE: 06/27/2002
REVISION DATE: 01/01/2009
REVISION #: 5

PURPOSE: To establish acceptable appearance standards for all employees that are reflective of a professional, quality organization.

PROCEDURES:

1. Departments that require protective safety apparel or specific standards of uniform or dress will establish and enforce a departmental addendum to this policy. Applicants will be informed of the specific requirements during the interviewing process. Reference uniform policy.
2. Employee grooming practices will provide for safety, sanitation and comfort and will not draw unnecessary attention to the employee so that all can focus their attention on customer service and job performance. Employees are expected to maintain proper hygiene while on duty. Dress should be suitable for business contact with the outside public.
3. Positions that do not require uniforms are required to wear business attire. Attire should be appropriate for those that you come in contact with. Attire and shoes should be acceptable to the job and each department director will review acceptable attire for their particular job.
4. A professional appearance is required by all Employees. These guidelines should be followed:

4.1 CLOTHING – all clothing should be clean, neat and pressed.

- 4.1.1 Proper Fit- Clothing should be well tailored and provide for proper fit. Tight fitting or extremely loose fitting clothing is not acceptable. Leggings, stirrup pants, tight skirts or tight pants are not allowed.
- 4.1.2 Proper Length- Professional lengths are expected for all clothing. Skirt length should not be shorter than 3 inches above the knee. Pant length should reach mid calf or longer.
- 4.1.3 Proper Cut- No revealing clothes of any kind are acceptable. Shirts that are not long enough to tuck in or cover the midsection, tank tops, sheer tops, or strapless shirts and blouses that reveal bare backs, midriffs, undergarments, shoulders or areas of the body considered to be beyond the bounds of professional modesty are not allowed.

4.2 **UNIFORMS**-All uniforms and additional apparel are to be professional in style, in good taste, comfortable, well fitting, clean, neat, and pressed. Shoes should be clean, well-fitted, offer good support, and needed protection. Safety is of prime importance.

4.3 **ACCESSORIES**- Accessories, including jewelry, must not be excessive and may not be worn at all where hazards exist. Earrings are limited to two earrings per ear. No other



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visible body piercing will be permitted. Hoop, loop or droop earrings should not be worn by any employee in areas that have direct patient contact.

4.4 **TATTOOS**-Tattoos should be covered.

4.5 **FRAGRANCES**-Use of fragrances in direct patient care is prohibited. Fragrances should be utilized on a limited basis with consideration given to patients and other customers in non-direct patient care areas.

4.6 **SHOES**-Appropriate shoes must be worn by all personnel while on duty. Casual sandals and flip-flops are not acceptable. Athletic/Tennis shoes are acceptable only in clinical areas and the wellness centers. Open toe shoes are only allowed in areas that wear business attire.

SOCKS AND/OR HOSE- Socks or hose should be worn in all clinical areas.

4.7 **HAIR**- Hair styles, length and color must avoid extremes and fads. Hair must be clean, combed, dry and neatly trimmed or arranged. Shaggy, unkept hair is not permissible regardless of length. Hair must not interfere with the normal field of vision or the performance of assigned duties. Hair coverings must be worn for dietary employees.

4.8 **SIDEBURNS, MUSTACHES AND BEARDS**- Sideburns, mustaches and beards must be kept clean, trimmed and well groomed.

4.9 **NAME BADGES**-Every employee is provided an ID badge. This badge is to be worn and fully visible above the waist at all times while at work. The photo and name cannot be obstructed from view. Pins and stickers may not be attached. There will be a \$5.00 replacement fee for lost badges.

4.10 **FINGERNAILS**- Neatly trimmed fingernails are required by all employees. Artificial nails are prohibited in clinical areas and dietary. Nail polish is not allowed for dietary employees.

4.11 **CASUAL FRIDAYS**-Blue Jeans and print scrubs will be permitted on these days by donating \$2 each Friday to the Employee in Crisis Fund. The 5th Friday of any month and Friday's that fall on the 13th day of the month will be free days.



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5. INAPPROPRIATE ATTIRE-

- 5.1 Shorts
 - 5.2 Capri Pants that are not of appropriate length and fit and is a style or color other than solid, stripe, or plaid
 - 5.3 Denim (any color) pants except on designated days
 - 5.4 T-shirts (including Paris Regional Medical Center t-shirts)
 - 5.5 Any style sweatpants or sweatshirts
 - 5.6 Jogging suits, wind suits, or work-out clothing
 - 5.7 Houseshoes, flip-flops, or casual sandals
 - 5.8 Bare midriffs
 - 5.9 Any attire that is clearly unprofessional
 - 5.10 Any attire determined inappropriate or unprofessional by a supervisor, director or member of Administration.
 - 5.11 Any exception to this policy must be approved by Administration.
6. Employees who fail to follow the intent of this policy will be subject to disciplinary action to include termination of employment for serious or repeated violations of any of the above. Violations should be documented in the Employee's personnel record in accordance with the hospital's discipline policy.
7. Compliance with and enforcement of this policy is the responsibility of all employees. Management has the responsibility and authority to act upon any related issues that come to their attention.

APPROVED BY:

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ORIGINATOR

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