

Dress Code Policy

PURPOSE:

To provide staff with a dress code that will convey a positive and professional image to internal and external clients.

POLICY STATEMENT:

This policy addresses specific expectations, and includes guidelines for dress and appearance for Hamilton Community Health Network employees. HCHN reserves the right to determine what is acceptable or not acceptable in terms of professional image. Employees must recognize there is a difference between fashion for home or casual events and professional work attire. Staff members must exercise good judgment in selecting appropriate dress for work.

Statement of Standard Practice:

Cleanliness is essential for all employees in every detail. All clothing shall be appropriate in size for the employee's frame, and shall be cleaned, pressed, and in good condition. The following are prerequisites to good grooming:

- Good personal hygiene, regular bathing and good oral hygiene.
- Use of a deodorant.
- Clean attire daily.
- Because of fragrance allergies/sensitivities among internal and external customers, perfume, cologne, after-shave should be of minimal use.

Uniforms:

Staff that work in the clinics have the option to wear uniforms that must consist of a lab coat, shirt or blouse, uniform pants and white or black leather walking shoes.

- Lab coats may be white, solid color, or patterned.
- Shirts or blouses must conform to the overall dress policy of HCHN.
- Croc style shoes, white or black leather walking shoes must be clean and in good repair.
- Nylons or socks must be worn.

Business Attire:

Staff who do not wear scrubs should choose business attire such as dresses, pants, shirts, blouses, dress shirts, ties, suits, and skirts. The style and color of an employee's clothing are the individual employee's choice; however, an overall appearance that tends to attract undue attention to the wearer is unsuitable. Clothing must be in good taste and conducive to work function.

Casual Day:

HCHN has deemed Friday as a Casual Dress day each week. Employees are permitted to wear appropriate blue jeans on this day. Employees must use professional judgment and good taste. Prohibited clothing and Uniforms rules still apply.

THE FOLLOWING SECTIONS APPLY TO ALL EMPLOYEES REGARDLESS OF JOB TITLE:

All employees are required to wear appropriate uniforms or attire during normal business hours.

Jewelry:

Any jewelry worn should be minimal and in good taste and consistent with the safety and professional work environment. No jewelry will be allowed that interferes and/or poses a safety or health risk to employees or patients.

Inappropriate Clothing:

Inappropriate clothing includes, but is not limited to:

- Shorts, cropped styled pants, capri's, gauchos, culottes, calf length slacks, skorts,
- Mini-skirts, mid-thigh pants, biking shorts or leggings
- Shirts with suggestive wording or pictures, sweat suit
- Denim jeans (except on Casual "Blue Jean" Friday)
- Sweatshirts, T-shirts, tank tops (except for HCHN shirts/sweatshirts)
- Canvas tennis shoes
- Hats or bandannas
- See-through or low cut blouses
- Sundresses without jacket/sweater
- Sleeveless shirts/blouses without jacket/sweater
- Halter tops, bare backs or midriffs
- Thong-type shoes
- Clothing which is not appropriate to body size, i.e., extreme "baggy" or "tight"

Hosiery:

Socks or nylons must be worn at all times with shoes.

Shoes:

1. Footwear must be clean, in good repair, and of a style that does not hinder work performance or personal safety. To promote safe movement, walking shoes or flats are recommended. While "sport" shoes may be safe and comfortable, they must be professional looking and appropriate.
2. Not appropriate: Canvas tennis shoes, sandals (i.e., flip flops, beach footwear), slippers, cowboy boots and moccasins.
3. Open toe shoes and sandals are not allowed in the clinics.

Nails:

Fingernails should be neat, clean, and of moderate length. Staff working in patient care areas nails must not be greater than a ¼ inch length beyond fingertip. Artificial nails are prohibited for infection control reasons for all patient care staff, those employees who receive standard precautions annual training and/or handle items to which patients are exposed. If nail polish is worn, it shall be in good repair. Nail art and nail colors that are extreme are not appropriate for the health care environment.

Hair:

1. Hair must be neat in appearance at all times and must not detract from the total professional appearance of the employee.
2. Hair must be clean, combed, and neat.
3. Mustaches, beards, goatees and sideburns are acceptable only if they are clean and neatly trimmed.

Employees that violate the dress code policy will be sent home to change their work attire. Employees who are sent home must "punch out" when leaving the premises and "punch in" when returning to work, and will not be compensated for any work time missed because of failure to comply with this policy. Employees in violation of the Dress Code Policy will be disciplined accordingly.

