

Pioneers Memorial Healthcare District

Title: Dress and Appearance Guidelines		Policy No. HRD 00005
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Current Author: Julie Cunningham, CHRO		Effective: 1977
Latest Review/Revision Date: 09/2015	Manual: Human Resources	

Collaborating Departments: Administration	Keywords: dress code, attire, grooming, tattoos, perfume		
Approval Route: List all required approval			
MARCC 1/13/2015	PSQC	Other:	
Clinical Service _____	MSQC	MEC	BOD 2/2015

Note: If any of the sections of your final layout are not needed do not delete them, write "not applicable".

- 1.0 Purpose:** To maintain a professional atmosphere in part, by the image the employee presents to the public. Employees should therefore utilize good judgment in determining their dress and appearance. Employees who are inappropriately dressed may be sent home and directed to return to work in proper attire. Such employees will not be compensated for time away from work.
- 2.0 Scope:** Hospital Wide
- 3.0 Policy:** Staff attire and grooming shall be neat, clean and conservative and shall meet the highest professional standards. It should in no way interfere with the technical or professional requirements of one's position or work assignment
- 4.0 Definitions:** Not applicable
- 5.0 Procedure:**
 - 5.1 These standards are for all regular working days (all shifts), weekends, and holidays, when all employees need to be ready to meet and serve the public.
 - 5.2 If a clinical area employee is on call and needs to come to the hospital to work a shift in an emergency situation, that person should arrive as quickly as possible and adhere to these guidelines.
 - 5.2.1 If a clinical area employee is called in for a short procedure, these guidelines may be relaxed. However, no body piercing jewelry is allowed except for earlobes, tattoos, or other strictly enforced requirements as listed below.
 - 5.3 All clothing should be clean, properly fitted, and in good repair. It should not draw attention away from the professional responsibility that the employee has to perform his/her job.
 - 5.3.1 Hair should be kept neat and clean. In patient care and food service areas, long hair will be tied back.
 - 5.3.2 Excessive colognes/perfumes, jewelry and make-up are examples of unacceptable personal grooming.
 - 5.3.3 Clothing should be appropriate to presenting a professional image to the public. The following are examples of attire which is unacceptable (this is NOT an all inclusive list):
 - 5.3.3.1 Jeans (except as otherwise authorized by Administration), torn/ripped jeans, skirts/dresses shorter than 4 inches above the knee, logo/slogan

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t-shirts/sweatshirts (except for approved PMHD logo items), sheer fabric clothing, tank tops/halter tops, shorts, thongs/flip flops, sandals in clinical areas, denim fabric clothing, leggings

5.3.4 While on duty, earrings/body-piercing jewelry is limited to earlobes only – no gauging allowed. Bandages may not be used to cover up body piercing jewelry – jewelry must be removed while on duty

5.3.5 While on duty, tattoos must be covered at all times.

5.3.6 ID badges must be worn at all times while on duty. They must be worn above the waist with the photo facing out and unobstructed by stickers

5.3.7 It is the Department Director/Manager's responsibility to set an example for others in carrying out this policy and to encourage employees to respect the overall appearance and image of the facility in which they work. The Department Director/Manager is responsible for enforcement of this policy and to point out any variances from this policy to individual employees

5.4 Exceptions

5.4.1 The Pioneers T-shirt is acceptable on payday Fridays. The Pioneers T-shirt and/or polo shirt should be neatly presented and should be clean and pressed. Jeans are still not acceptable and should not be worn with the Pioneers T-shirt

5.4.2 Cattle Call Week will remain a "casual dress" week. Casual dress means neat, attractive, and presentable. Casual dress does allow for some of the clothes items listed on the previous page to be worn

5.5 Disciplinary Action

5.5.1 Infractions of this policy will result in disciplinary action up to and including termination

6.0 References: Not applicable

7.0 Attachment List: Not applicable

8.0 Summary of Revisions:

8.1 Removed "(tucked into pant/skirt)" from section 5.4.1