

POLICY AND PROCEDURE

Riverside Medical Clinic

NUMBER HRS-SP-002	SUBJECT Dress Code - Administrative Services	PAGE 1 OF 3	
EFFECTIVE DATE 12/19/2000	DEPARTMENT Human Resources Services	CATEGORY Standards of Performance	LAST REVISED: 10/01/15
APPROVED BY:			
Steven Larson MD, Chairman of Board _____		Date: _____	
Judy Carpenter, President, C.O.O. _____		Date: _____	
Francisca L. Hernandez, Vice President, Human Resources _____		Date: _____	

I. PURPOSE

The purpose of this policy is to provide guidelines for employees to maintain a professional image while conducting business for Riverside Medical Clinic (RMC).

II. SCOPE

This policy and procedure (P&P) applies to RMC employees and supersedes all previous practice or policy regarding dress code.

III. POLICY

The employer's professional atmosphere is maintained, in part, by the image that employees present to patients, visitors, staff, physicians, and vendors. Employees should therefore utilize good judgment in determining their dress and appearance. Riverside Medical Clinic has adopted a "business casual wear" policy in administrative departments. Employees who are inappropriately dressed will be sent home and directed to return to work in proper attire. Management discretion will be utilized in the determination of appropriate dress. Employees will not be compensated for the time away from work when requested to go home to change into appropriate attire. The dress code policy applies at all times during working hours in patient and non-patient areas. Failure to comply with this policy may result in disciplinary action, up to and including termination of your employment. The following guidelines have been established and will assist you in defining acceptable attire.

IV. RESPONSIBILITIES AND PROCEDURES

All attire must be clean, pressed and kept in a presentable condition.

A. Administrative Staff - Business Casual Attire

1. Employees are required to dress in a manner that is consistent with their responsibilities. Consider your day's schedule. If you have a meeting scheduled with external customers, you should dress accordingly.
2. **Acceptable attire:** Business casual in good taste and not sloppy. Clothing should be clean, pressed or wrinkle-free and without holes or frayed edges. Skirts for women should be conservative to moderate in length. Hemline should be a modest length, no more than four (4) inches above mid knee. This includes "slits" in skirts or dresses. Loose fitting Capri length (below the kneecap) may be worn. RMC issued logo attire.
3. **Unacceptable Attire:** T-shirts with logos, sweatshirts of any kind, stretch pants, exercise attire, sweat suits, jogging or warm-up suites, shorts, denim pants or blue jeans, strapless, backless, spaghetti straps, halter tops, midriff tops. Miniskirts, blue jeans, spandex, tight skirts, revealing split skirts are not acceptable.
4. Keep the focus on a professional image. Anything you might wear to the gym, the beach, or to clean the garage—leave at home! Avoid clothing that is too revealing or tight fitting.

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5. Not all casual clothes are appropriate for the office a good rule of thumb is that if you are not sure if something is acceptable, chose something else or inquire first. When in doubt, leave it out.
6. Areas that are provided uniforms by RMC, Engineering, Food Services and Purchasing, RMC will issue and clean the uniforms at RMC costs. It is the employee's responsibility to maintain the issued uniform in a neat condition and to return all uniforms at separation of employment.

B. General Guidelines

1. Undergarments:

- a. Undergarments must be worn and appropriate to the attire you are wearing. Undergarments must be inconspicuous and not visible through clothing.

2. Footwear:

- a. Shoes must be worn at all times. Shoes and laces must be kept clean and neat. Due to safety reasons, low to moderate heels (heels no higher than 3"). Unacceptable footwear is flip-flops, thongs, moccasins, slippers, tennis shoes, and ugg and combat boots. A physician note due to health conditions must be provided for special circumstances if footwear that is unacceptable is required.

3. Hair:

- a. Hair should be neatly kept and modestly styled. Extreme color or styles are generally deemed not appropriate. Hair must be kept away from face and not interfere with patient care.

4. Nails:

- a. Nails should appear clean and manicured, conservative in length and color.

5. Jewelry:

- a. Jewelry should be conservative and in good taste. Small earrings, no large dangle, or hoops. Multiple rings, earrings, necklaces, or bracelets are generally deemed inappropriate. During business hours, earrings are limited to two earrings per ear. For safety purposes, no dangling earrings or necklaces should be worn when working in the Pediatrics department. Additionally, body piercing jewelry where visible to the patient and/or customer, such as on the face, noses, and tongue, are not permitted to be worn in the workplace.

6. Body Art:

- a. Body Art is defined as tattoos and body piercing. Tattoos must be conservative in nature, not offensive. and if visible, must be covered up during business hours.

7. Personal Hygiene:

- a. Proper body hygiene requires cleanliness and neat grooming.

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- b. Routine baths or showers and regular attention to oral hygiene are expected before reporting for duty.
- c. Whenever it appears to be justified, employees may be required to consult a private physician for any hygiene problems of a medical nature

C. Identification Badges

1. When an employee is hired, a company identification badge will be issued which must be worn at all times while on the company premises. I.D. badges must be worn above the waist with face and name facing out. The badge identifies all company employees to internal and external customers. There will be a replacement charge for all lost ID badges. Upon separation of the employee's employment, the ID badge must be returned to the employer.

D. RMC – Discretionary Dress

1. At its discretion, Riverside Medical Clinic may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat, clean appearance. Unacceptable attire is defined as torn or disheveled clothing, athletic wear, or similarly inappropriate clothing.
 - a. Casual Friday- Denim pants/blue jeans which are not torn and/or bleached may only be worn with the Riverside Medical Clinic "Polo" shirt. Capri pants, tennis shoes, and open toed sandals are permissible.
 - b. Summer Attire – June 1 through September 30 of each year, employees may wear "walking" shorts" on casual Fridays. Walking shorts are defined as shorts that are no shorter than three (3) inches above the knee. Shorts that are considered "baggie" and extend three (3) inches beyond the bottom of the kneecap are considered inappropriate.

Enforcement

The supervisor has the primary responsibility to enforce the dress code to ensure that employees fully understand it. Apply standards of neatness, practicality and safety in judging what is or not appropriate. However, all levels of supervisors and managers need to enforce the dress code if they see that an employee is inappropriately dressed, in or outside of their own departments. If an employee's attire or hygiene is deemed inappropriate by management, he/she may be required to leave work and return with the problem corrected. Any time missed for this reason will not be paid for by RMCPs.

Exceptions

There may be circumstances that may arise which the adherence to this policy may be difficult (e.g. pregnancy and or other medical circumstances). In these special circumstances, it will be the supervisor's discretion along with Human Resources to allow the employee to deviate from the policy for a designated duration of time.