



## PHYSICIANS FOR HEALTHY HOSPITALS

HEMET VALLEY MEDICAL CENTER

MENIFEE VALLEY MEDICAL CENTER

HEMET VALLEY RECOVERY CENTER

### POLICY/PROCEDURES

<b>Category:</b>	Human Resources	<b>Code:</b>	ADM.HR.
<b>Subject:</b>	Personal Appearance	<b>Created Date:</b>	10/2010
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#### PURPOSE:

The purpose of this policy is to provide Physicians for Healthy Hospitals, Inc. ("PHH") employees with guidelines regarding personal appearance. PHH personnel are expected to maintain the highest standards of appearance and dress, which reflect the public's expectation of professionalism, safety, good taste and judgment. In addition, personal grooming may affect infection control and is of the utmost importance in a health care setting.

#### POLICY:

1. This policy provides standards all personnel **must** adhere to while on duty. This policy does not cover every item or style of dress that is available, but rather provides guidelines for decisions and interpretations regarding the professional appearance of PHH employee's. The best and most effective control **must** come from each employee's own good judgment of what is best for PHH's obligations to patient care, safety and to the public.
2. Employees who violate one or more of PHH's policies will receive disciplinary action up to and including termination of employment.
3. Summer dress code takes place from May 1 through September 30 (or during periods of extremely warm temperatures, regardless of the date) for those employees who work in a position that does not require a uniform. Clothing that may be worn during this time period will be specifically identified in this policy.

#### PROCEDURE:

1. The professional image required at PHH should drive all decisions about appropriate attire. All departments are expected to comply with this policy unless there is an Administrative approved uniform. If a staff member reports to work improperly dressed or groomed, as

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determined by the department supervisor, the department supervisor shall instruct that individual to return home to change. Time for this corrective process is taken on the employee's own time. The staff member shall clock out and back in upon return.

2. In keeping with a professional demeanor, chewing gum while on duty is prohibited.

## **A. General Guidelines**

Whether staff members wear uniforms or street clothes, they are obliged to present a well-groomed appearance. All clothing, whether uniform or street clothes, shall be appropriate in size for the staff member's frame and shall be clean, pressed, and in good condition. Attire associated with gang membership is not acceptable. All clothing, whether uniform or street clothes, shall be constructed of fabric which cannot be seen through and which does not reveal undergarments. Staff members working in patient care and other specifically designated staff may wear scrubs.

### **1. Appropriate Attire.**

- a) **Ties** – Males in management positions are expected to wear a neat shirt and tie. The tie may be omitted during summer dress code.
- b) **ID Badges - Must** be displayed on the upper outer garment, picture side out and right side up.
- c) **Skirt Length** –Dresses/skirts should be of an appropriate length and fit (may not exceed three (3) inches above top of knee) to maintain modest and professional image. Extremely tight or low cut clothing is not acceptable.
- d) **Hosiery** – Hosiery **must** be worn at all times. Individuals wearing skirts or dresses shall wear full-length hosiery. Staff members whose job duties and responsibilities include patient care shall wear hose or socks that complement their uniform. (*Hosiery is not required during summer dress code.*)
- e) **Footwear** - Staff members shall wear footwear which is clean, polished, and in good repair. Footwear shall be appropriate to the work duties and responsibilities performed and meet the safety needs of the hospital environment. In business areas, where no lifting, pushing or continuous standing is required, heels no greater than three (3) inches may be worn. Walking shoes or flats are recommended for safety. While "sport" shoes may be safe and comfortable, they **must** also be professional looking and appropriate for the rest of the attire. Open toe shoes may not be worn in clinical areas or areas where they would present a safety hazard.
- f) **Dark Glasses** – Dark glasses shall not be worn while meeting the public, serving patients or during meetings.

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- g) **Fanny Packs** – Staff members whose job duties and responsibilities include patient contact may wear a white or colored fanny pack. Fanny packs shall be clean. Neon colors are not permitted.
- h) **Hats/Caps** – Patient care providers (excluding nursing caps, if desired) shall wear no hats, baseball caps, recreational headgear or other caps. Non-patient care providers who work outside may wear hats with a brim to limit exposure to the sun.
- i) **Tattoos** - Tattoos **must** not be visible.
- j) At the discretion of the site Administrator, business casual attire may be worn on Fridays.

## 2. Inappropriate Attire

- a) While it is not possible to provide a comprehensive list of apparel not appropriate for a professional work image, the list detailed below is intended to provide examples of inappropriate attire:
  - i. Jeans, all colors
  - ii. Denim or any denim-like material
  - iii. Tank tops,
  - iv. T-shirts (with caricatures, messages, or advertising) or any collarless shirt
  - v. Visible thermal or waffle-weave shirts or pants
  - vi. Aerobic exercise wear
  - vii. Leggings or tight fitting stirrup pants
  - viii. Jogging suits
  - ix. Sweatshirts or pants
  - x. Clothing that allows undue exposure such as braless, visible bra straps, low back, provocative or see through fabrics that show undergarments or cleavage.
  - xi. Spaghetti strap tops, halter, tube, midriff tops, or sleeveless\*
  - xii. Shorts, Capris or Skorts \*\*
  - xiii. Military-style fatigues

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- xiv. Gym, tennis, high-top shoes, or FiveFinger/Barefoot Sport Shoes
- xv. Thong sandals/flip-flops or other casual footwear

*\*(Sleeveless business attire, sleeveless tops or dresses may be worn during summer dress code.)*

*\*\* (Capris that are mid-calf in length and loose fitting may be worn during summer dress code.)*

## **B. Personal Hygiene**

1. **General Appearance** – Staff members **must** maintain excellent personal habits of cleanliness.
  - a) **Hair** – Facial hair, including beards, sideburns, and mustaches shall be clean and carefully and neatly trimmed. Hair **must** be clean, combed and neat. Hairstyle and hair color should be appropriate within the professional work setting.
    - i. **General Staff** – Staff members working with food shall secure their hair under a hairnet. Staff members with long hair who work with dangerous machinery **must** have their hair pinned up off of their shoulders or secured in a hairnet.
    - ii. **Patient Care Staff** – Staff members working in patient care shall follow the above mentioned guidelines and more specifically those staff members whose hair is longer than shoulder length shall secure their hair to prevent interference with good patient care. Barrettes, combs, and/or clips may be worn.

## **C. Cosmetics**

1. **General Staff** – Makeup shall be applied in moderation and good taste. Staff members using cosmetics should be mindful of their appropriateness in a health care environment. Heavy scents shall not be worn.
2. **Patient Care Staff** – Staff members whose job duties and responsibilities include patient care shall follow the above mentioned guidelines and shall not wear any heavily scented cologne, perfume, cream or lotion.

## **D. Fingernails**

1. **General Staff** – Fingernails, either natural or acrylic, **must** be kept clean and offer a professional appearance. If nail polish is worn, it shall be a light color and free of cracks and chips.
2. **Patient Care Staff** – Staff members whose job duties and responsibilities include patient care shall follow the Infection Control Policy. Artificial nails, nail jewelry, nail art, black nail and/or chipped nail polish is not permissible. Clear polish is preferable and nails should be kept short to medium.

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## E. Jewelry and Body Piercing

1. Rings, hoops, studs or other jewelry worn in an unprofessional manner are not acceptable for the workplace and **must** be removed while at work. This includes nose rings, other body piercing such as lips, tongues, or any other visible piercing other than ears. Earrings shall be limited to no more than two (2) rings in each ear.
  - a) **General Staff** – Staff members may wear a modest amount and type of jewelry. School, professional achievement, longevity, and holiday pins and watches are allowed. Medic alert necklaces and/or bracelets may be worn as necessary. Wearing PHH or healthcare promotional or organizational pins will be permitted.
  - b) **Patient Care Staff** – Patient care staff shall follow the above mentioned guidelines and more specifically, for safety and sanitary reasons, no dangling earrings or excessive jewelry shall be worn. Earrings shall not be larger in circumference than a dime. Staff members shall limit jewelry to no more than two (2) rings or bracelets.

## F. Uniforms

1. Uniforms that are required as a condition of employment and are determined not generally useful in other hospitals and medical centers will be provided by the center, but in most cases, maintained at the employee's expense unless otherwise provided by law.
  - a) The appropriate Administrator and the department director/manager will determine (when appropriate, obtain opinions from affected staff):
    - i. Whether or not uniforms are necessary for departmental employees,
    - ii. The style and color of the uniform,
    - iii. The number of uniforms required for each employee,
    - iv. The time frame in which uniforms will be replaced.
  - b) Upon termination of employment, the issued uniforms **must** be returned to PHH.

The policies and procedures outlined herein have been designed to comply with all existing written and unwritten policy statements; all requirements of existing labor laws and, if applicable, the Collective Bargaining Agreement with employee organizations. Where conflicts exist, the Collective Bargaining Agreement will take precedence over this policy. The Vice President of Human Resources has sole responsibility for the interpretation of, or any exceptions to this policy. All policies and procedures may be modified or changed at any time with legal review and Personnel Committee approval.

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**Date:** August 27, 2013

**Approved:** Michele Bird  
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Chief Hospital Executive Officer

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Board of Directors