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Policy Area: Human Resources
Applicability: HighPoint Health System - Systemwide

HR.102 Personal Appearance Standards

SCOPE:

Highpoint Health System has developed its Personal Appearance Standards for all its entities according to the following concepts and standards.

PURPOSE:

The dress and personal appearance of employees reflects on HPHS. In a public service business, professional behavior, attire and grooming can affect the client's overall impression. Employees are to conform to professional organizational standards and make a positive personal presentation by taking pride in their appearance.

POLICY:

Employee dress and grooming shall be in a manner that is tasteful, modest, properly fitting, conservative, and communicates a professional appearance. Clothing must be neat, clean and appropriate for our professional work and image. Hairstyles, clothing and jewelry shall conform to the best standards of business and professional modesty. Good personal hygiene will be expected at all times.

Individual departments may develop special or more restrictive dress or uniform regulations in keeping with the nature of their work. It shall be the responsibility of the department director or manager to enforce the regulations as approved by Administration. Department regulations may only supplement the personal appearance standards policy and may not be contradictory to the standards established for the health system. Special circumstances must receive particular administrative approval.

Safety, comfort and appearance should be considered when developing departmental dress codes. The following general regulations are to be observed regarding personal appearance:

- **Cosmetics:** Cosmetics should be used moderately.
- **Perfume/Cologne:** Employees should use perfume/cologne sparingly (the scent could have a negative impact on patients or co-workers).
- **Jewelry:** Excessive jewelry by uniformed personnel is not allowed and non-uniformed personnel are expected to be conservative in the choice of jewelry.

- **Tattoos:** Visible tattoos are to be kept to a minimum, however not permitted on the face or neck. Exposed tattoos are not to be offensive, such as depicting sexual or racial overtones, or violence
- **Facial Hair:** Clinical staff must be able to wear the Respirator Fit Mask if applicable to their position.
- **Clothing:** To be kept clean, neat and modest. The design of clothing must be professional in appearance. No shorts (walking or skorts), causal capri length pants, athletic attire, jogging suits, t-shirts (except those with an approved Health System logo). Hooded sweatshirts are not allowed when working in patient care areas. Sleeveless (blouse/dress) attire may be worn. Skirts/dresses must be moderate in length. Proper foundation garments are required.
- **Footwear:** Clinical areas are required to wear socks. Shoes, including tennis shoes should be appropriately neat and clean and kept in good repair. *Open toed shoes are not allowed in clinical departments.* Employees who have regular job responsibilities in clinical areas must wear closed toe shoes when entering the clinical area. Non-clinical areas may wear open toed shoes and professional sandals (no flip flops) during the warm weather months.
- **Fingernails:** Due to CDC guidelines and infection control issues, neither artificial fingernails nor extenders are allowed on employees in clinical departments to include, but not limited to: Nursing, Laboratory, Respiratory Therapy, Medical Imaging, Rehab Services, or Clinical Contractors. Natural nail tips should be less than ¼ inch long.

Uniformed personnel are expected to wear complete uniform while on duty. No scrub suits or patient gowns are to be worn on a 'routine' basis except in designated areas unless approved by the director.

New employees will be expected to comply with the personal appearance standards policy at the time of reporting to work. In special situations, a department director may waive this requirement for a short period if an employee must order the uniform and wait for its arrival.

The identification badge must be displayed with the name and picture visible at all times when working, unless in an area where the badge is forbidden. Your name badge must be worn over scrub suits when out of the designated work area.

Casual Fridays (non-clinical areas):

Casual attire will consist of clothing displaying an approved Health System logo (*sweatshirts acceptable on casual Friday only*). Tennis shoes that are clean and neat in appearance may be worn. Blue jeans are permitted only on Fridays when approved by the facility administration for fund raising or special employee occasions/celebrations.

Compliance with the personal appearance standards policy presents a favorable image to patients, visitors and the public, aids in employee identification, and may provide added security throughout the medical center. Failure to comply with the personal appearance standards may result in disciplinary action.

The interpretation of the personal appearance standards policy for the purpose of determining what constitutes dress that is appropriate, professional, excessive, and conservative or in good taste is the responsibility of each Department Director and HR.

Attachments: