



Weeks Medical Center

Dress Code Policy

Purpose:

Our appearance is extremely important in reflecting the standards of professionalism and excellence, which we strive to achieve and patients expect. This organizational wide policy will be the minimum standard from which department specific policies can be developed. Department Managers may, at their discretion, adopt additional standards based on departmental need (i.e. the Operating Room). Each employee must be aware of their department's requirements and adhere to them. Under no circumstances are departmental guidelines to be less restrictive than this policy.

Scope:

All staff refers to all staff employed at Weeks Medical Center (Hospital and Office Practice.)

All staff is expected to present a neat clean well-groomed appearance that is consistent with the traditional dignity of the medical and allied health profession. All clothing must be neat, clean, safe and professional in appearance. All staff is required to wear identification badges in a readily visible location.

Senior Manager, Department Managers and Supervisors are directly responsible for assuring their employees appear clean, well groomed, and dressed in appropriate professional attire while on duty. Appropriate dress and grooming is a condition of continued employment. Non-compliance of either the general standard or departmental standard may be cause for corrective action and will result in progressive disciplinary action up to and including termination.

REASONABLE ACCOMODATION OF RELIGIOUS BELIEFS - Weeks Medical Center (WMC) recognizes the importance of individually-held religious beliefs to persons within its workforce. WMC will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Employees requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resources Director.

Clothing Style	Acceptable (including but not limited to)	Unacceptable (including but not limited to)
All Attire	<ul style="list-style-type: none"> • Must be clean, neat, wrinkle free and in good condition. Proper fit is a must • Appearance and attire should be appropriate for a professional work environment • Sleeveless clothing (see "T-shirt / Tops" guidelines below) • Chambray clothing • Skirt length must be no shorter than 2 inches from the top of knee when standing 	<ul style="list-style-type: none"> • Clothing so tight, conforming or constricting as to draw attention to the employee or inhibit the employee's ability to perform his / her duties • Uncovered strapless or spaghetti strap clothing • Denim clothing • Camouflage
Slacks / Pants	<ul style="list-style-type: none"> • Classic tailored slacks or business casual pants such as khakis or trousers • Capri pants at least mid-calf or longer in length 	<ul style="list-style-type: none"> • Denim jeans of any kind or color with the exception of departments with Administrative approval, either permanent or on a temporary project basis (i.e. Facilities, Materials Management)

	<ul style="list-style-type: none"> • Knit pants that fit appropriately and are not body conforming • Denim jeans only allowed in areas with Administrative approval, either permanent or on a temporary project basis (i.e. Facilities, Materials Management) 	<ul style="list-style-type: none"> • Jean-styled pants • Low slung pants • Sheer fabric pants • Stretch pants / Leggings / Jeggings when worn as a pant (see below) • Pajama pants
Footwear	<ul style="list-style-type: none"> • Shoes should be conservative, practical and safe • All shoes must be clean, in good repair and be tied or appropriately fastened at all times • Dress style sandals that you can slide your foot into • Indoor dress boots 	<ul style="list-style-type: none"> • Casual flip flops or slides • Water or beach shoes • House shoes (slippers) • Soft moccasins • Athletic shoes, with the exception of departments with Administrative approval, either permanent or on a temporary project basis (i.e. Facilities, Materials Management) • Athletic shoes that are dirty, odor-ridden, worn or stained • Employees with potential for exposure to blood, body fluids or chemicals may not wear open toe, sling back or other shoes with holes / openings. Socks must also be worn in these potential exposure situations • Footwear that does not comply with department specific safety regulations
Jewelry and Makeup	<ul style="list-style-type: none"> • Appropriate jewelry is allowed in most work areas • A professional approach to jewelry and makeup is recommended for all Organizational areas 	<ul style="list-style-type: none"> • Jewelry should not: <ul style="list-style-type: none"> • present a safety or infection control hazard, • interfere with equipment or job performance
Fragrances	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Perfume, cologne, aftershave or strong fragrances for either gender is unacceptable due to the possibility of triggering asthmatics. Staff are encouraged to speak with others about strong odors. • Clothing and body with smoky odor
Badges	<ul style="list-style-type: none"> • All employees are required to wear Organizational issued identification badges while on duty. Organization ID badges are required for security and identification purposes as part of the employee's work attire. <u>Badges should be worn above the waist and displayed prominently at all times. The employee's name and picture must be clearly visible.</u> 	<ul style="list-style-type: none"> • Badges secured below the waistline • Badges not visible to staff and patients • Lanyards should not interfere with performing job responsibilities or increase potential for injury; must be breakaway for safety purposes
Leggings / Stretch Pants / Jeggings	<ul style="list-style-type: none"> • Acceptable if worn under skirt or dress and can be worn tucked into indoor dress boots 	<ul style="list-style-type: none"> • Not acceptable as pants
T-shirts / Tops	<ul style="list-style-type: none"> • Tops that fit appropriately and look 	<ul style="list-style-type: none"> • Tops with printed messages, slogans or

	<p>professional</p> <ul style="list-style-type: none"> • Tank tops and camisoles are acceptable if covered by a shirt, jacket or sweater 	<p>advertisement other than WMC, decorative or commercial driven patches, insignias, or badges or tops with printed messages</p> <ul style="list-style-type: none"> • Tank tops uncovered • Tube tops • Halter tops • Midriff tops • Crop tops • Camisoles uncovered • Muscle shirts or cut off sleeves • Tops that reveal abdomen or cleavage when standing, lifting or bending over
Piercings	<ul style="list-style-type: none"> • Ear piercings • One (1) small stud in the nostril 	<ul style="list-style-type: none"> • Other than earrings and one small stud, employees may not wear any other facial jewelry while on duty. This includes, but is not limited to, jewelry adorning nose, tongue, lip, eyebrow, or other facial piercings

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Owner: Human Resources

Approved by: Senior Staff 11/6/08, 12/2/10, 4/7/11, 6/5/17 CQI Committee 1/24/11, 4/25/11, 7/24/17

Accrediting/Lic Body:

Standard/Rule #

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