

DRESS CODE & PERSONAL APPEARANCE: HR POLICY #209

REVISED: January 21st, 2009

PURPOSE:

To provide guidelines for acceptable employee work attire & appearance.

SCOPE:

All employees.

STATEMENT OF POLICY:

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image we present to patients and visitors.

During business hours employees are expected to present a professional, business-like appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances employees will not be compensated for their time away from work.

Supervisors are responsible for ensuring appearance is appropriate. Supervisors will consider extent of contact with the public, physical requirements of each job and hours of work when interpreting this Policy. The guidelines established for appearance and dress cannot be all-inclusive. Consequently, when a decision regarding the appropriateness of work attire is needed, management will decide.

General guidelines for all staff:

- ID badges should be worn in a visible place above the waist at all times so our patients can differentiate between staff and the public. ID badges should be kept clean (ie: no stickers or other appearance altering items may be placed on the ID badge). ID badges may be worn on a standard collar clip or on a Medical Associates issued lanyard.
- Only work-related buttons or pins that have been approved by Medical Associates Senior Management may be worn (ie: political buttons are inappropriate).
- Hair (including sideburns, mustaches and beards) should be clean, combed and neatly trimmed.
- Make-up, fragrances and accessories should be worn in moderation.
- Fit and length of clothing should look professional and be appropriate for the physical requirements of the employee's position.
- Appropriate undergarments should be worn at all times.
- Dresses, skirts, split skirts, capri pants, culottes, and skorts of appropriate length may be worn (when worn with a coordinated over garment). Appropriate nylons or tights must be worn with these articles.
- Stirrup pants and denim (other than blue jeans) of professional fabrication and cut may be worn with nylons or socks.
- Shoes should be appropriate for the job, in good condition and polished.
- Sleeveless dresses and blouses may be worn if they look professional. When in doubt, Supervisors and Managers will determine if the sleeveless article is appropriate for work.
- Business casual attire may be worn on Fridays at the discretion of the department Supervisor/Manager.

- Business casual is defined as: dress pants, Docker-type pants, khakis, slacks, casual skirts or dresses (if appropriate length), shirts with collars, blazers, sports coats, sweaters, golf shirts/polo shirts, and blouses are all appropriate pieces of clothing for a business casual wardrobe. Employees who are approved to wear business attire or business casual attire are not required to wear hosiery.
- Generally, blue jeans are not permitted. However, employees who do not work in public areas and/or do not have customer interaction may be allowed to wear jeans on Fridays with Director level approval. Other rare exceptions where jeans are allowed (such as a “jean day” to raise money for a charity) will be determined on a case-by-case basis by executive level management.

Examples of Inappropriate Attire:

- Shorts (except for Drivers- only during hot weather), sweat pants, spandex, leggings, bike style pants, wind suits.
- Sundresses (spaghetti strap, laced) and miniskirts.
- Visible body piercing (to include tongue bars and nasal piercing) other than earrings
- Excessively baggy clothing
- Socks are inappropriate with: skirts, capri pants, skorts, or split skirts (nylons should be worn instead).
- Tattoos and body art should remain as covered as possible. Lewd or explicit markings may not be exposed.
- Unnatural hair colors (i.e., pink, purple, green, etc.)
- Cropped or midriff tops, tank tops, T-shirts and sweat shirts with logos other than Medical Associates.
- Tattered/faded jeans
- Beach thong style sandals, athletic sandals and non-white tennis shoes
- Any clothing or accessory with a printed logo other than the Medical Associates logo is inappropriate.

Departmental attire in addition to the general guidelines listed above:

Associates, Receptionist and Central Registration Clerks East/West Campus:

- Business appropriate attire defined as: dress pants, Docker-type pants, khakis, slacks, casual skirts or dresses (if appropriate length), shirts with collars, blazers, sports coats, sweaters, golf shirts/polo shirts, and blouses are all appropriate pieces of clothing for a business appropriate wardrobe. Employees who are approved to wear business attire or business appropriate attire are not required to wear hosiery.
- Holiday shirts can be worn from December 1-January 1.
- MA Logo wear can be worn.
- Jeans are only allowed on designated clinic fund raising days.

Patient Aides:

- Black or Khaki slacks.
- Black, Navy, Brown, or White tops.

Clinic Administrative Staff and MAHP Upper Level:

- Business attire

Clinic Business Office, IT, HR, MAHP Lower Level and other Support Staff:

- Business casual attire.

Nurses, Techs, Medical Assistants, Lab and X-ray Staff:

- Clothing of a specific color may be designated by a department supervisor so employees may be easily identifiable. The majority of employees in the department along with the department chairperson and/or supervisor/manager must agree on the same option. Once that option is agreed upon, staff will be required to wear that option. Note: the dress code will not be subject to change when the department chair changes. These areas will choose one of the following options:
 - White uniforms, white skirts or pants, white shoes, colored tops with white over garment / lab coat
 - Scrub type uniform of one uniform color with white or coordinating shoes
 - Scrub type uniform with same solid colored pant, white or coordinating shoes, and coordinating colored tops / lab coats / MAC logo wear.
 - Holiday patterned tops / lab coats can be worn for 2 weeks surrounding the holiday (specific dates at the department supervisor's discretion).

Distribution Staff :

- Khaki pants and a dark solid colored polo shirt (no loud colors)

Drivers:

- Khaki pants and a dark solid colored polo shirt (no loud colors).
- Khaki shorts of professional length may be worn during hot weather.

Health Information Services:

- Scrub type uniforms are allowed
- Other dress guidelines are in alignment with General Guidelines above

Physical Therapy:

- Ceil blue scrubs
- Athletic shoes (white) or nursing shoe
- Medical Associates logo shirts (white or colored)
- APTA therapy month shirts