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Owner:	<i>Robert Cupp: HUMAN RESOURCES EXECUTIVE</i>
Policy Area:	<i>Human Resources</i>
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Applicability:	<i>Johnston Health</i>

Dress Code

I. PURPOSE:

The purpose of this policy is to establish consistent guidelines for professional standards of appearance. This policy supersedes any departmental-specific policy or practice on the same topic.

II. Description

Personal neatness and appropriate attire support an atmosphere of professionalism that inspires confidence in the ability to deliver quality health care services. This policy supports and creates a standard for professional appearance and fosters a positive working environment and promotes work place safety. The policy applies to all personnel performing services for/at Johnston Health facilities, including volunteers, students, staff, and providers at all levels.

Refer to the Standards of Appearance Resource Chart for a quick reference on appearance guidelines. Department policies may specify additional requirements including uniforms to ensure safety and present a professional, identifiable appearance.

III. Policy

A. Identification

All employees including volunteers, students, staff and providers at all levels, while on Johnston Health premises, are required to wear appropriate identification as defined in the Employee ID Badges policy. Badges must be worn at chest level or above and the employee's name and picture must be visible at all times. Lanyards may be permitted only if they are breakaway and do not inhibit compliance with aforementioned ID badge regulations. Lanyards must be discarded if soiled with blood or other potentially infectious material.

B. Uniforms

Departments may require employees to wear uniforms as appropriate for the department, position, or work duties. Employees for whom uniforms are required for the job must wear the appropriate uniform.

C. Clinical Scrubs/Uniforms

In areas of the hospital where hospital laundered scrubs are provided, healthcare personnel should change from street clothes to hospital provided scrubs at the hospital at the beginning of the shift and at the end of the shift change back into their street clothes and leave the scrubs to be laundered. Scrubs shall be removed when visibly soiled, contaminated and/or penetrated by blood or other potentially infectious materials. Hospital laundered scrubs should be worn only within the clinical campus.

Employees who work in departments or units that do not have a specific uniform requirement must dress in professional attire.

D. Acceptable Attire

Acceptable attire is clean, neat, non-wrinkled, in good condition (without holes), modest and sized appropriately.

T-shirts may only be worn under scrub tops or other approved shirts. Leggings may be worn with a dress or skirt that comes to the top of the knee cap or longer. For additional examples of acceptable attire, refer to the attached Standards of Appearance Resource Chart.

E. Unacceptable Attire

Soiled, wrinkled, torn, excessively tight, revealing, soiled or unprofessional attire is not acceptable. Examples of unacceptable attire include, but are not limited to the following:

1. Clothing that is unprofessional in appearance, length, and fit, such as:
 - Skirts and dresses that are unprofessional in appearance and shorter than the top of the knee cap.
 - Excessively tight or sheer/see-through material.
 - Pants more than 6 inches above the ankle.
 - Any attire that results in visible or nearly visible undergarments.
2. Casual beach or athletic wear (such as sweat pants, stretch pants/warmup pants, yoga pants, tights or leggings worn as pants, t-shirts).
3. Shirts with low or revealing necklines or that expose the mid-section or back, i.e. bare midriff tops, halters, and tank tops.
4. Clothing bearing any type of offensive writing or images.
5. Muscle shirts, cut off shirts, halter tops or spaghetti strap tops (unless worn under a blouse or jacket).
6. All denim clothing of any color.
7. Shorts or skorts (or similar attire) unless a part of an approved uniform.

For additional examples of unacceptable attire, please refer to the attached Standards of Appearance Resource Chart.

F. Footwear

For safety reasons, all employees must wear shoes that are appropriate to their job. Shoes should be clean and in good repair.

OSHA Standard 1910.136(a) mandates that the employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where the employee's feet are exposed to electrical hazards. (OSHA standard 1910.1030(d) (3) (i) Closed-toed shoes are required in departments and areas in which the above hazards exist including all patient care areas. In addition, OSHA requires that protective clothing/covering be worn that will prevent blood or other potentially infectious materials from reaching the skin.

The following are not acceptable footwear for the workplace at Johnston Health:

1. Flip-flops
2. Slippers
3. Excessively high-heeled shoes (greater than 3 inches)
4. Shoes with lights or wheels

Employees serving in patient care areas are required to wear closed-toed shoes in accordance with the above OSHA Standard provisions. Those working non-patient care areas may wear open-toed shoes but must be in accordance with the above provisions.

G. Grooming Standard

Cleanliness is an essential part of providing high-quality service to our customers. A neat, clean and professional appearance is a requirement for all jobs. Hair may be worn in any style that is clean and well-groomed in appearance. If working in an area where long hair poses a safety risk to the individual or to patients, hair should be restrained to ensure safety. Facial hair, including but not limited to beards, mustaches and sideburns must be well-groomed and trimmed neatly.

H. Other Considerations

Supervisors will inform employees if business needs warrant additional requirements for the employee's position.

All jewelry and other accessories must comply with patient safety standards in the respective departments. Some items present a safety hazard in clinical settings around certain equipment.

Small studs or rings are the only approved styles for all facial piercings.

Tattoos must be covered if they depict extremism, profanity, violence, nudity or sexual image/ words or otherwise interfere with the employee's job or work environment. Tattoos should be covered if potentially offensive to others in the workplace based on racial, sexual, ethnic or other characteristics or attributes of a sensitive or legally protected nature.

Chewing gum is inappropriate in the presence of patients, visitors, or guests. Chewing gum may be approved on a case-by-case basis for special circumstances such as participation in a Smoking Cessation Program.

The use of earphones, earbuds or headphones in public or patient care areas is not permitted, unless required to complete work duties.

I. Hygiene Standards

Good personal hygiene is required. Other employees, as well as patients and guests, have a right to expect general cleanliness and good dental hygiene from the staff to prevent adverse effect on patient care, coworkers, and visitors.

Exposure to scents and fragrances in the environment can be offensive or harmful to the health of patients and other staff members. Employees shall not use body fragrances such as cologne, perfume, talc powder, highly scented hair products or lotions and after-shave lotions.

Johnston Health is a smoke free campus and odors of smoke are prohibited. If an employee needs assistance with smoking cessation services, they should speak to their primary care provider.

Nails should be neat and clean. Artificial nails are prohibited for employees working in patient care areas. Artificial nails are defined as any artificial materials such as acrylics, overlays, wraps, tips, gel polish or bonding material.

J. Exceptions

Reasonable accommodation will be made for dress or grooming directly related to an employee's religion, ethnicity or disability unless such accommodation poses a risk to the safety or health of the individual or others.

Johnston Health does not allow costumes or logo t-shirts. Senior management has the discretion to allow exceptions to this policy for a special day or event.

K. Inappropriate Dress Penalty

Inappropriately dressed employees will be excused from work without pay, and must return to work as directed by their supervisor. Violations of the Dress Code Policy will result in corrective action up to and including termination. Department managers are responsible for ensuring that every member of their department dresses in accordance with this policy.

Violations of this policy, may result in disciplinary action being issued in accordance with the Corrective Action policy. Managers should contact Human Resources for guidance.

Attachments

Standards of Appearance Resource Chart 9-1-19.docx

Approval Signatures

Step Description	Approver	Date
	Charles Elliott jr.: CHIEF EXECUTIVE OFFICER	09/2019

Step Description	Approver	Date
Timothy Hays: VICE PRESIDENT, HUMAN RESOURCES		09/2019
Applicability		
Johnston Health		

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