

INTEGRIS	ENTITY/HOSPITAL INTEGRIS Health	NUMBER SYS-HR-131
	MANUAL System HR Policy	EFFECTIVE DATE 7/98, 10/08 as System
	SUBJECT Dress Code	REVISED 6/03, 12/04, 4/05, 10/06, 10/08 as System; 8/11; 1/14; 8/16

1.0 PURPOSE

To provide guidelines for the dress, grooming, and overall personal appearance of each employee and to establish and maintain an environment that reflects quality care, respect, competence, safety, professionalism, and a spirit of service that is conveyed by our employees in the work they perform.

2.0 POLICY

2.1 Guidelines – All Departments

- 2.1.1 This policy sets forth general guidelines for dress and appearance. When questions or disagreements arise, the supervisor /manager’s decision will prevail.
- 2.1.2 Directors, managers, and supervisors are responsible for supporting and enforcing the guidelines.
- 2.1.3 Employees are responsible for their appearance in accordance with this policy.
- 2.1.4 Employees may be required to comply with additional standards that are specific to their assigned unit or department and consistent with this policy.
- 2.1.5 Special workdays with specific clothing requirements to meet the work objectives may be designated with Vice President approval.
- 2.1.6 Exceptions may be made to accommodate religious practices and employees with disabilities. Requests for accommodation should be made in advance through the employee’s supervisor.
- 2.1.7 Employees are responsible for wearing an INTEGRIS name identification badge. ID badges must be worn on the upper front torso in a position that can clearly be seen at all times.
- 2.1.8 Clothing stamped with names of other health care providers is not permitted.

2.2 Personal Hygiene and General Appearance

- 2.2.1 Employees are responsible for daily hygiene, e.g., oral hygiene; clean body, hair, and clothing; and the use of deodorant.
- 2.2.2 Hair should be neat in appearance to convey a professional image. Hair should not present a safety or sanitary hazard or interfere with the performance of job duties. Extremes in hair color, such as blue, purple, green, pink or orange are not allowed.
- 2.2.3 Facial hair should be well groomed and neatly trimmed and may not interfere with personal protective gear.
- 2.2.4 Fingernails should be clean, of reasonable length, and not interfere with job performance. No nail jewelry is allowed. Artificial, extender, gel, or overlaid nails

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will not be worn in patient care, food service, or other areas deemed to present infection control issues.

- 2.2.5 Perfumes, colognes, strongly scented lotions, or after-shaves should be used in moderation (preferably, not at all) due to possible allergic/asthmatic responses of both patients and staff members. Further, employees should avoid all products (such as tobacco) that will result in an unpleasant or strong odor. If an odor is sufficiently strong to cause concern from other employees and/or patients, this will result in the employee being sent home until employee is in compliance.
 - 2.2.6 Employees may not attach, affix or display objects, articles, or ornamentation, including rings, to or through the nose, tongue, lip, eyebrow or any other exposed body part except the ear. Only two earrings are allowed in each ear ; ear gauges may not be larger than 5/8 inches (16 mm).
 - 2.2.7 Tattoos must not be unprofessional, offensive, inappropriate, or indecent. Tattoos are prohibited on the face (except for permanent eye/lip makeup), throat, and front of neck.
 - 2.2.8 Jewelry worn must not interfere with the ability to perform the job or pose a safety hazard.
 - 2.2.9 Uniforms or business attire must be neat, clean, and suitable for the area assigned. All attire must be in good repair and fit properly. Underwear should not be visible, and clothing must not be revealing.
- 2.3 Attire-Direct Patient Care
- 2.3.1 Properly fitting uniforms or uniform-style tops in solid colors or prints may be worn with uniform-style skirts, or pants. Scrub-style uniforms designated for specific patient care areas may be worn in lieu of the described attire.
 - 2.3.2 Appropriate attire may be worn for warmth with supervisor approval.
 - 2.3.3 Shoes should be clean, neat in appearance, and appropriate to the employee's work. No open-toed shoes should be worn in clinical areas. Socks or hosiery are required. Croc style shoes made without holes are acceptable.
- 2.4 Attire-Non Patient Care
- 2.4.1 Business/office attire or sanctioned uniforms may be required due to level of public visibility and/or job duties. When required, business attire must be professional.
 - 2.4.2 Dresses, skirts, and uniforms must be professional in length. Shoes should be clean, neat in appearance, and appropriate to the employee's work. Employees may wear business-appropriate open toed shoes. Flip-flops, sport, and amphibious sandals are not considered suitable for work. Exposed toes should be clean and neatly pedicured.

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2.4.3 Dressy capris or ankle pants suitable for the business environment may be worn and should be knee length or longer.

2.5 Attire – All Units/ Departments

2.5.1 Fashion trends, such as leggings, hair/clothing accessories, shoes, etc., should be professional.

2.5.2 Casual clothing of any kind such as, but not limited to, shorts, sweat suits, jeans of any color, casual t-shirts, tank tops, and sweatshirts are not acceptable attire.

2.5.3 Exceptions include:

- a. T-shirts which are endorsed by INTEGRIS or the department's Vice President on designated days
- b. Jeans which are endorsed by INTEGRIS or the department's Vice President on designated days
- c. Team retreats and off-site training
- d. Departments where casual clothing is most appropriate to accomplish the work of the team, as approved by the departmental director

2.6 Non-compliance with Dress Code

2.6.1 Failure to comply with the standards will result in the employee being sent home with use of PPL or unpaid leave, in accordance with SYS-HR-250 Paid Personal Leave (PPL)/EIAB Plan, as necessary until employee is in compliance.

2.6.2 Repeated non-compliance with the standards will result in further disciplinary action according to the Corrective Action Process Policy.

3.0 SCOPE

This policy applies to all organizations and personnel within INTEGRIS Health, Inc.