

# St. Mark's Hospital

## Policies and Procedures

<b>DEPARTMENT: Human Resources</b>	<b>POLICY DESCRIPTION: Dress Code</b>
<b>PAGE: Page 1 of 2</b>	<b>REVISED POLICY: 5/03</b>
<b>APPROVED: 03/00</b>	<b>REVIEWED: 10/03</b>
<b>EFFECTIVE DATE: 04/00</b>	<b>REFERENCE NUMBER: 500-100</b>

### **PURPOSE:**

To define standards of grooming and dress that are consistent with St. Mark's reputation for providing quality service, and standards that contributes to an environment of professionalism, safety, and caring.

### **POLICY:**

- A. All employees are expected to exercise good judgement in their apparel and grooming habits. Clothing should be clean, non-revealing (no excessively tight fitting clothes) and in good repair.
- B. Designated uniforms for the department, if applicable, should be worn and maintained by the employee. All uniforms should be cleaned and in good repair.
- C. Shoes should be clean and appropriate to the uniform in the area.
  - 1. Per OSHA regulations, for safety and employee protection purposes, open toed shoes/sandals are prohibited in any patient care area.
  - 2. Socks or nylons must always be worn.
  - 3. Open toed shoes may be worn in non-patient areas, however socks or nylons are still required.
- D. Pants may be worn, however, the following types of pants are not appropriate:
  - 1. Denim pants or jeans of any color (unless appropriate for the type of work performed and approval has been given by the department director. Denim is acceptable however in shirts, skirts, jumpers, dresses, and scrubs)
  - 2. Leggings
  - 3. Shorts (including walking shorts)
  - 4. Sweat pants
- E. Skirts and dresses should be of a modest length and appropriate for performing the respective job. The following styles are inappropriate:
  - 1. Tank tops
  - 2. Back-less dresses or tops
  - 3. Souvenir T-shirts, sweatshirts, or T-shirts with writing and logos other than those with the St. Mark's Hospital logo
- F. Hair should be clean, well groomed and controlled and appropriate to the job. Extremes in hairstyles and color are not acceptable.
- G. Moustaches and beards should be neat and groomed.

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H. An official hospital picture ID should be worn at all times by all hospital employees. Volunteers should also wear a picture ID badge approved by the Hospital.

1. Nametags will be visible and worn above the waist.
2. Nametags will not be defaced by stickers or pins.

I. Jewelry must be conservative, non-offensive, and worn in moderation. Visible body piercing is strictly limited to pierce ears in keeping with customer satisfaction expectations.

J. All cosmetic products, particularly perfumes and colognes that may adversely affect those that are ill or allergic, should be worn in moderation.

K. Fingernails must be trimmed, clean, and at a length that does not impede performing job duties. Due to infection control issues, in patient care areas (those areas dealing with patients, patient equipment, food, medication, and support services departments such as lab, radiology, housekeeping), there can be no artificial nails of any type and any nail polish worn must not be chipped. \*

\* (the prohibiting of artificial nails in patient care areas as stated above is effective July 1, 2003)

L. Tattoos should be covered.

### **PROCEDURE:**

A. Department Directors/Managers are responsible for the consistent enforcement of the dress code for their particular areas.

B. Employees who arrive at work inappropriately dressed will be asked to clock out and go home and change their attire.

C. Disciplinary action will be taken up to and including termination for failure to adhere to the dress code.

D. Department Directors/Managers can write additional department requirements with approval from Human Resources.

Approved \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_