

# Allegiance Health Policy and Procedures

**Section:** Human Resources  
**Scope:** Allegiance Health  
**Policy Name:** Dress and Appearance  
**Number:** HR.1  
**Date:** 07/01/78 (rev. 6/15/05,11/14/07, 6/29/10)

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## PURPOSE

To provide guidelines and expectations for appropriate dress and appearance in the workplace

## SCOPE

All Staff

## **POLICY STATEMENT**

The patients and guests who come to Allegiance Health deserve respect and dignity in the care they receive. Staff appearance contributes to that respect when it is neat, clean and in good repair and is a reflection of the safe and clean environment our patients need to get well. This policy is not intended to be allinclusive of personal appearance and dress requirements, but to provide organizational guidelines.

Requirements and expectations for dress in the workplace vary according to role and worksite. Departments shall establish specific guidelines applicable to the job roles and work performed in each area.

Managers shall make appropriate onthespot corrections when necessary. Staff members presenting an inappropriate appearance or dress will be instructed to clock out from work and return immediately in appropriate appearance and dress. Any related absence shall be without pay.

Should a staff member disagree with a decision made by management regarding dress or appearance, s/he may request a review of the particulars made in writing using the grievance process. Staff members are required to provide thorough documentation and pictures if appropriate.

## **PROCEDURE**

- A. Staff shall dress in a manner that supports the image and professionalism of Allegiance Health and apparel that provides for safety and protection.
  - a. Proper professional business attire or appropriate uniform shall be worn at all times. Generally speaking, blue jeans, Tshirts, shorts, tank tops, haltertops, sweat clothing, ill fitting and revealing attire are not appropriate.
  - b. Underwear shall not be visible through outer garments.
  - c. For business purposes the particulars of attire may be modified to accommodate the needs of that particular department. (For example, during the summer laundry personnel may be allowed to wear shorts and tank tops due to the extreme heat.) Uniforms, lab coats, jackets, etc. shall be neat, clean and in good repair. Certain clinical areas may expect that uniforms maintain a consistency of colors for particular job classes for the comfort of our patients.
  - d. For the purpose of unity and consistent brand imaging all logo wear shall be controlled by the marketing department.
- B. Thorough personal cleanliness and personal hygiene habits shall be practiced at all times. Clothing shall be thoroughly laundered, neat and free from wrinkles and odors.
- C. Hospital identification badges shall be worn in plain view with printed information facing out. Badges shall be worn above the waist. Lanyards shall be breakaway where staff members are caring for patients or when their jobs place them in potentially hazardous situations.
- D. Hair shall be worn in a neat manner to avoid obstruction of view or performance of job duties.

- E. Beards/mustaches shall be neatly trimmed and not obstruct the wearing or seal of appropriate safety equipment.
- F. Fingernails shall be clean, well manicured and no longer than ¼ inch beyond the fingertip. Chipped fingernail polish, acrylic or false nails are prohibited in clinical areas due to their infectious nature. Geltype polish is not allowed.
- G. Jewelry
  - a. Jewelry shall be worn in a manner that does not interfere with safety or job performance. Items that are loose fitting and may catch or be grabbed are prohibited for patient care or maintenance positions.
  - b. Pierced earring jewelry shall be limited to three on each ear and ear gauges/plugs shall be no larger than 8 mm or ¼ inch.
  - c. Ornamental pierced jewelry of eyebrows, cheeks or tongues is prohibited in the workplace unless it is flat, clear and/or fleshtoned. Tongue piercings shall not interfere with speech.
  - d. Nose pierced jewelry shall be no greater than 1 mm.
  - e. Visible tattoos shall be limited and in good taste.
- H. Shoes shall be clean, polished and in good repair. For safety reasons closedtoed shoes and socks or hosiery shall be required for staff that work in patient care areas and staff that directly care for patients.
- I. Fabric stethoscope covers are prohibited due to the collection of bacteria. When the tubes wear out due to continual contact with skin the biomedical department of Allegiance will replace the tubes at no cost to the staff member.
- J. Medical evidence clearly shows that some strong scents are harmful to the health of sensitive individuals. In sufficient concentrations scents may be harmful to those with allergies, environmental sensitivity or chronic heart or lung disease. Perfume, cologne and aftershave fragrances are permitted in most areas in moderation but may be prohibited in patient care areas. Strong odors from perfume, cologne, aftershave and other scented products are prohibited. The discernable odor of cigarette/tobacco smoke is prohibited in the workplace.

Failure to follow this appearance policy may result in corrective action up to and including discharge.

## **APPROVALS**

Signature on File

Cheryl Lamborn, Vice President, Human Resources

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### Acknowledgement

I acknowledge that I have reviewed the Dress and Appearance Policy for Allegiance Health. I understand the terms of this policy and agree to abide by them. I understand that any violation of this policy could lead to my dismissal from employment.

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Date

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Signature

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Name (Printed)

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Employee Number