

**KADLEC REGIONAL MEDICAL CENTER  
HOUSE-WIDE  
POLICY AND PROCEDURES  
Section: Human Resources**

<b>TITLE:</b> Personal Appearance	<b>POLICY:</b> X <b>PROCEDURE:</b> <b>GUIDELINE:</b> X <b>STANDARD:</b>	<b>NO. 517</b>
Key Words: Dress Code, Personal Hygiene, Attire	<b>EFFECTIVE DATE:</b> 9/12	<b>PAGE 1 OF 2</b>
<b>ADMINISTRATIVE APPROVAL:</b> signed by Lane Savitch, President	<b>SUPERSEDES:</b> 11/11, 5/10, 9/07, 5/05, 1/04, 8/00, 3/99, 10/95, Policy #514 10/92, 3/90,	
<b>COMMITTEE APPROVAL/REVIEW:</b> Safety Committee, ET		
<b>DEVELOPMENT TEAM/AUTHOR(S):</b> Human Resources		
<b>AUDIT REVIEW: (By and Date)</b>		

Our customers are the audience that needs to be satisfied in our appearance and apparel decisions. Business appropriate attire should impact our customer's first impressions by reflecting the Mission, Vision, and Values of Kadlec Regional Medical Center. This means we should look neat, clean and professional. Kadlec Regional Medical Center is a premier regional center and our employees' attire should be reflective of our professional commitment to those we serve. Our appearance should not distract from our professionalism, individually or collectively. Apparel, accessories, and adornment (i.e. tattoos, body piercing, hair color, etc.) should not be a distraction, offensive, or hazardous to our employees, co-workers, and customers. Employees who are not in compliance will clock out, be sent home, and expected to return dressed within compliance.

**POLICY:**

Directors/managers may set standards higher than the minimal standards depending upon the nature of the work and customers served. Department Directors/Managers are responsible for enforcing dress codes. Employees are responsible to know and follow the departmental dress codes.

**GUIDELINE:**

The Medical Center has adopted an everyday business appropriate dress code for those who do not wear a uniform. The following guidelines should help you determine what is business appropriate.

**Basic Housewide Standards:**

1. Hair must be clean and well groomed. Beards, mustaches and sideburns must be clean, neatly trimmed, and not interfere with personal protective equipment.
2. Nails must be clean, they must be short enough to not interfere with job duties or be injurious to patients. Nail polish should be in good repair at all times (in departments where allowed).
3. Name badges must be worn above the waist, preferably on a collar or a short lanyard, with the photo visible to a customer at all times.
4. Gum chewing is not allowed when job duties require contact with patients and/or the public. Where allowed, it should be done unobtrusively.
5. No offensive body odor which could include the smell of smoke/tobacco use, heavy cologne, perfume, or after shave lotion.
6. No wrinkled, torn, or revealing apparel.
7. No casual T-shirts.
8. No sweatshirts.
9. No bare midriffs.
10. No exposed cleavage.
11. Skirts should be no higher than just above the knee.
12. Capris should come to just above the ankle. Carpis or business shorts that are above the knee, at the knee, or at the calf are not acceptable.
13. No Jeans (blue or colored)\*
14. No Shorts \*\*

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15. No open toe shoes or "Croc" style shoes (similar material/style) in patient care areas. No shoes with open holes or slots in patient care areas or areas that have high exposure to blood or bodily fluid. Shoes should be appropriate and safe for each employees daily work activities.
  16. Open toe business dress shoes are allowed in primary office type settings and must be safe for the work environment ensuring a low exposure/risk. Shoes must be appropriate for business dress and should not be offensive or casual. Managers/Directors have ultimate discretion as to what is allowed in your department.
- \* *Employees working in Nutrition Services, Materials, and Facilities may wear jeans in good condition.*
- \*\* *Employees working in Cardiac Rehab may wear shorts following departmental guidelines.*

**After your regular work hours (5:00pm-7:00am), holidays, or weekends:**

If you have no planned contact with patients, visitors or staff (i.e. working behind closed doors), you may work in casual apparel, which includes T-shirts, sweat shirts, jeans, athletic shoes, etc. The apparel should still be clean, not wrinkled, torn, tight or revealing.

**Cleaning / Moving Days**

Department Directors/Managers may relax the business casual dress code to the "after your regular work hours" dress guidelines for cleaning or moving days. This would also apply for support departments assisting with the move (ex. – IS).

**Special Recognition Days**

The Medical Center may from time to time designate a special day(s) and permit employees to wear blue jeans (i.e. Blue Jeans for Babies). These events will be announced in advance and made house wide.