

Effective Date: 5/1993
Reviewed Date: 6/96
Revised Date: 8/99; 6/02; 1/03; 5/06; 8/08;
8/2010

Human Resources

Providence St. Peter Hospital
Olympia, Washington

Personal Appearance Standards

Approved:

Medrice Coluccio
Chief Executive

Susan Meenk
SWSA VP Human Resources

PURPOSE: To provide standards for professional appearance ensuring Providence St. Peter Hospital (PSPH) employees present an image of trust and confidence to the public. Appearance plays an important role in fostering this feeling.

SCOPE: All employees.

POLICY: For reasons of safety, security, appearance, and identification to patients, visitors, staff members, and physicians, a dress code has been established for employees. Employees are expected at all times to present a professional, businesslike image, and acceptable personal appearance is an ongoing requirement of employment with PSPH. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. All employees should exercise sound business judgment with regard to personal appearance, dress, and grooming to enable them to be most effective in the performance of their duties. Management is responsible for communicating and enforcing the policy.

PROCEDURE:

1. Employees are expected to dress in a manner that is normally acceptable in hospitals and present a businesslike appearance appropriate for the job function.
2. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, moustaches, and beards should be neatly trimmed.
3. Employees are expected to come to work with good hygiene and to follow hand hygiene and other infection control policies while at work.
4. Shoes should be appropriate for the work performed and meet department and Occupational Safety and Health Administration (OSHA) standards.
5. Certain employees may be required to meet special dress, grooming, and hygiene standards, depending on the nature of their job and department. In conjunction with this policy, department-specific dress and appearance standards may be developed for an individual department by management of that department in consultation with Human Resources.
6. Jewelry and tattoos must not conflict with an employee's ability to perform effectively in the position they hold or the specific work environment they are in. Factors used to determine whether jewelry and tattoos pose a conflict with the job or work environment will include, but are not limited to:
 - A. Safety of self or others.

- B. Productivity or performance of tasks.
 - C. Perceived offense on the basis of race, sex, religion, etc.
 - D. Community norms.
 - E. Customer complaints.
 - F. Infection control.
 - G. Respect for coworkers, patients, and visitors.
7. If a potential conflict is identified, the employee will be encouraged to identify appropriate solutions such as removal of jewelry, covering of tattoos, etc.
 8. Recognizing that some patients/employees may have scent allergies, working scent free is encouraged. Heavy fragrances, body orders, or residual odor from tobacco is not permitted.
 9. Identification badges are to be worn on paid time. Badges must be worn above the waist and clearly visible to others, must be clean and professional in appearance with an accurate depiction of the wearer, and not defaced by pins, stickers, tape, etc. (refer to PSPH Identification Badges policy).
 10. Employees not meeting acceptable standards of appearance, dress, or hygiene will be sent home to change clothes or to make other appropriate corrective action. Loss of time will not be paid and continued violations of the personal appearance standards will be subject to progressive disciplinary action.
 11. Each applicant who is interviewed for a position will be provided a copy of all personal appearance standards relevant to the position for which they are applying.
 12. Non-compliance of these standards and/or those not specifically addressed herein will be subject to established disciplinary procedures.
 13. Campus specific exceptions for theme days or other specific events may be approved by management only.
 14. Supervisors and managers will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered. An environment of mutual cooperation is the desired outcome. Employees are encouraged to ask their supervisors for guidance regarding this policy.

Key Words: Dress code, appearance, grooming, personal appearance standards

Originating Department: Human Resources

Contributing Departments: Employee Health, Infection Control, Quality

Owner: Human Resources

References:

1. PSPH Identification Badges policy.
2. PSPH Hand Hygiene policy.

GENERAL APPEARANCE GUIDELINES

	ACCEPTABLE	UNACCEPTABLE
CLOTHING	<p>Clothing fabric and design are traditional for business or specific work areas. Examples include:</p> <ul style="list-style-type: none"> ▪ Clothing is in clean condition and good repair ▪ Clothing is generally wrinkle-free and fitted appropriately ▪ Shoes polished and/or clean and kept in good repair OSHA regulations on footwear must be followed (i.e., no open toed shoes in direct patient care, housekeeping, grounds, engineering; shoes with permeable tops or sides (e.g., "Croc like" shoes with holes on tops and tennis shoes with mesh sides) must be covered with shoe covers while providing direct patient care that may involve the risk of exposure to blood or body fluids or chemotherapy). ▪ Union logo shirts unless dept has specific uniform requirements ▪ Providence sweatshirt / T-shirt as approved by management ▪ Blue jeans (without badge) to <i>specified</i> trainings, in-services, and when off-duty 	<p>Examples include:</p> <ul style="list-style-type: none"> ▪ Holes, tears, rips, frays ▪ Unfinished or raveled hems ▪ Stained, dirty, or excessively wrinkled garments ▪ Halter tops, tank tops, styles revealing the midriff ▪ Clothing (including scrubs) with inappropriate slogans, graphics, or logos ▪ Small / tight or oversized clothing ▪ Low cut, revealing necklines ▪ Shorts and leggings ▪ Undergarments worn as outerwear or obtrusively visible through outerwear ▪ Casual footwear such as flip flops ▪ Sweatpants, jogging outfits, and blue denim jeans (except in specified departments or as otherwise indicated)
GROOMING	<p>Appearance is neat, well-groomed, and free of odor. Examples include:</p> <ul style="list-style-type: none"> ▪ Neat and clean hair ▪ Well-maintained hair color and style appropriate for business ▪ Clean, neatly trimmed or manicured nails (refer to PSPH Hand Hygiene policy) ▪ Conservative nail polish in good repair ▪ Natural nails in patient care areas due to infection control risks ▪ Conservative make-up ▪ Neatly groomed facial hair 	<p>Examples include:</p> <ul style="list-style-type: none"> ▪ Lack of hygiene, bathing ▪ Strong scents and fragrances, strong body odor, and residual tobacco odor ▪ Hair lengths/styles that impair vision or interferes with job function ▪ Extremes in hair dyeing, bleaching, or coloring ▪ Long or artificial fingernails, gels, extenders, and wraps that pose an infection control risk or interfere with work ▪ Neon or black nail polish ▪ Heavy or theatrical makeup
OTHER	<p>Simple, conservative adornments and/or accessories. Examples include:</p> <ul style="list-style-type: none"> ▪ One (no larger than 1/8") nose stud ▪ Reasonable efforts to cover tattoos ▪ Items that do not pose safety concerns or interfere with patient care duties and responsibilities ▪ Jewelry/designer pins ▪ Pins, buttons, stickers, and ribbons as long as they do not pose safety concerns or interfere with patient care duties and responsibilities and are no larger than 2 (two) inches in diameter 	<p>Examples include:</p> <ul style="list-style-type: none"> ▪ Mouth and facial jewelry (except one nose stud and clear tongue stud considered) ▪ Visible tattoos or other adornments or accessories that are vulgar, obscene, or unreasonably disparaging to the hospital or to patients / visitors / staff ▪ Excessive adornments or accessories that distract from or impede ability to perform job functions ▪ More than two nonprofessional /credential pins, ribbons, stickers, or signs
BADGES	<p>ID badge to be worn on paid time and in accordance with PSPH Identification Badges policy.</p> <ul style="list-style-type: none"> ▪ Worn in upright and clearly visible position such as at chest height or collar level unless attached to a lanyard ▪ Must be able to see employee's name, position, and accurate personal image on badge 	<p>Examples include:</p> <ul style="list-style-type: none"> ▪ No ID badge or badge not visible ▪ Dangling off hem of clothing ▪ Defaced by pins, stickers, tape ▪ Old, dirty, discolored, frayed badges ▪ ID pictures that no longer look like the employee