

DISTRICT ONE HOSPITAL POLICY & PROCEDURE MANUAL	CATEGORY: STANDARDS POLICIES NUMBER:
SUBJECT: Employee Appearance EFFECTIVE: April 24, 2007 APPROVED BY: Board of Directors	OTHER MANUAL REFERENCES:

PURPOSE

To present a professional image and observe safety and infection prevention in all areas of the hospital.

POLICY

All staff members are considered to be a reflection of the hospital's image. District One Hospital standards require that each staff member's dress, grooming, and personal hygiene should be appropriate to the work situation while on duty. Certain staff members may be required to meet special dress, such as uniforms, depending on the nature of their job.

Employees are expected to present a professional image at all times. Standards of acceptable personal appearance are an ongoing requirement of hospital staff and will be monitored and will be evaluated on annual performance appraisals.

All staff shall abide by these guidelines:

- Attire must be modest, neat, clean, in good repair, and appropriate to work area. Athletic clothing, jeans, denim scrubs, offensive or suggestive attire is not allowed.
- Shoes must be worn at all times and be appropriate for the work unit. No flip-flops are allowed.
- Hosiery (socks or nylons) is required.
- Personal hygiene needs to be maintained to prevent offensive odors. Light makeup, appropriate for daywear, is permitted. The use of perfume/cologne will not be allowed.
- Hair, including sideburns, moustaches, and beards, must be clean, combed, neatly trimmed and must be of a natural color. Long hair should be tied back in patient care areas.
- Fingernails must be trimmed and clean. Polished nails must be maintained and of an acceptable/traditional color. Artificial and acrylic nails and acrylic overlays are not allowed in any area.
- Jewelry should be limited and worn in a professional manner that maintains patient and personal safety. Pins or buttons related to political campaigns or controversial issues are not permitted.
- Visible body piercing jewelry is restricted to ears and should be appropriate for the work unit.
- Tattoos must not be visible.
- District One Hospital requires staff members, while on duty, to wear their photo identification badge. The badge must be easily visible to others. A single pin or button may be attached to the badge if distributed by the hospital and/or related to your profession. Stickers are not permitted. The pin or button shall not cover any information on the badge.

The hospital desires to keep these guidelines equitable and consistent for all staff. This goal shall be sufficient rationale for enforcing certain restrictions.

PROCEDURE

1. Department Managers may establish additional requirements specific to their units. Standards for all departments will be established according to the following considerations:
 - The hospital Employee Appearance policy
 - The policies and procedures of the Human Resources Department
 - The nature of the work
 - Safety considerations, such as necessary precautions when working with patients, near machinery, chemicals, or hazardous waste
 - Infection prevention concerns
 - The prevailing practices of other workers in similar jobs
2. The Department Manager will determine the appropriateness of an employee's personal appearance in relation to this policy.
3. Reasonable accommodations will be made for religious preferences and/or disabilities.
4. Questions concerning the Employee Appearance Policy should be addressed with the Department Manager.
5. Employees, who do not comply with the standards of this policy, may be subjected to corrective action, which may include leaving the premises. Employees will not be compensated for any work time missed because of failure to comply with this policy.
6. A Department Manager will initiate disciplinary action, up to and including termination, if a staff member violates the Employee Appearance Policy.

Reviewed: March 2002

Reviewed: March 2005

Reviewed with Revisions: September 1, 2005

Revised February 2007

Revised April 2007

Gary Kasten, Secretary