

PERSONAL APPEARANCE/WEARING APPAREL GUIDELINES

Purpose

The Kaiser Permanente Medical Center, Los Angeles, is a Health Maintenance Organization composed of highly skilled professional personnel. Each employee's appearance reflects their personal as well as the Medical Center's image of professional stature, confidence, and competence. It is therefore imperative that employees contribute to our professional image and their work place safety through proper dress and grooming practices. The purpose of these guidelines is to standardize the dress code for laboratory employees.

Policy

The Laboratory has defined and approved specific dress standards that consider the type of work, work area, and other considerations pertaining to the laboratory responsibilities. Employees are expected to acquaint themselves with and adhere to the following dress standards. Consideration will be given any employee who, for medical reasons, requires exemption from segments of the dress code. A physician's written statement will be required.

**The laboratory staff must adhere to the medical center-wide policy:
Personal Appearance and Wearing Apparel – On-Line Policy # 2000**

In addition, the laboratory staff must adhere to the additional guidelines stated in this policy.

Footwear:

Appropriate footwear is necessary in the work area due to safety and professional considerations.

- Tennis shoes or recreational type shoes must be clean, not excessively worn or with holes, properly laced or fastened.
- Only closed toe and closed back shoes allowed.
- Heels may not be more than 3 inches in height. No spike heels.
- Boots may not be above the knee and heels must meet the above height requirement.
- Socks or stockings must be worn at all times. The stockings must be plain. No fishnets.

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PERSONAL APPEARANCE/WEARING APPAREL GUIDELINES, Continued

Policy, cont'd

Footwear

- Inappropriate footwear includes – no open toe/back shoes, sandals, clogs, hiking or work boots, or any shoe that keeps you from doing a job in your classification.
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Clothing

Staff must wear the appropriate clothing regardless if a laboratory coat will be worn or not. Lab coats are worn as personal protective equipment (PPE).

The only authorized job related clothing is a lab coat.

Laboratory staff are not allowed to wear Kaiser-issued scrubs (those with Kaiser Permanente logo).

Exceptions for special and specific one-time occurrences as approved by the medical center or the department.

Corrective Action

All employees regulated under this policy will be held responsible for compliance. Final interpretation of an employee's compliance or lack of it lies with laboratory management. Disciplinary action will be taken up to and including termination for failure to adhere to the dress code.

Under California Business and Profession Code, Titles 8 and 22, and the JCAHO, departments have the authority to identify clothing articles that facilitates safety conditions unique to their operation.

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