

# SYSTEMWIDE POLICY

## Dress Code and Identification (ID) Badge

**This Policy is Applicable to the following Corewell Health sites:**

**SYSTEMWIDE**

Beaumont Pharmacy Solutions, Beaumont Post Acute Care, Continuing Care (CHW), Corewell Health Beaumont Grosse Pointe Hospital, Corewell Health Beaumont Troy Hospital, Corewell Health Big Rapids Hospital, Corewell Health Dearborn Hospital, Corewell Health Farmington Hills Hospital, Corewell Health Gerber Hospital, Corewell Health Grand Rapids Hospitals (Blodgett Hospital, Butterworth Hospital, Helen DeVos Children's Hospital), Corewell Health Greenville Hospital, Corewell Health Ludington Hospital, Corewell Health Medical Group East, Corewell Health Medical Group West, Corewell Health Pennock Hospital, Corewell Health Reed City Hospital, Corewell Health South (Niles, St. Joseph, and Watervliet Hospitals; Corewell Health Medical Group South; Applicable Corewell Health South Regional Sites), Corewell Health Taylor Hospital, Corewell Health Trenton Hospital, Corewell Health Wayne Hospital, Corewell Health William Beaumont University Hospital (Royal Oak), Corewell Health Zeeland Hospital, Corporate (Corewell Health East), Corporate (Corewell Health West, South and Priority Health), Outpatient/Physician Practices (CHW), Priority Health

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<b>Department Area:</b>	Human Resources

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### 1. Purpose

Our dress code standards are intended to ensure an appropriate level of safety and professionalism for not only our team members but also for our members, patients, residents, their families, and our visitors. These expectations also consider and respect religious beliefs, pregnancy, childbirth or related medical condition, disabilities where accommodation is reasonable, and other workplace legal rights that employees have.

All team members adhere to the general appearance standards and will dress in accordance with their role and their interaction with patients, residents, members, their families, visitors, and the community while working. While we maintain these standards, our policy also allows flexibility for individuals to 'dress for your day' – consistent with the work you are performing. In addition to definitions of each dress code, there is additional [Dress for Your Day Guidance](#). Those who work virtually should maintain the same professional standards as if they were working in person and in alignment with the [Professional Expectations](#) policy.

In addition, there are division/department dress code appendices that define additional safety and/or regulatory dress code expectations for certain team members. If you have questions about which general dress code expectations apply to you, please ask your leader or Human Resources.

Note: because Corewell Health is a healthcare organization, we are subject to laws and have legal obligations that are not applicable to many other employers. This policy, and many others,

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reflect that fact. However, Corewell Health respects every team member's legal rights. This policy is not intended to, and will not be applied in any manner to, restrict or interfere in any way with team members' rights to engage in any activity that is protected by law, including any activity that is protected by federal labor law. If you have any questions or concerns regarding your legal rights, please speak with your leader or a member of Human Resources. Information on your rights under federal labor law is available [here](#) (see § 157).

## 2. Definitions

- 2.1. **Business Casual Dress Code:** Dress appropriate for an environment where a professional image must be maintained that is less formal than business professional but is neat, safe, and clean attire that is appropriate for an office environment. It is common for a team member who interacts with visitors, guests, vendors, or community members.
- 2.2. **Business Professional Dress Code:** Similar to business casual though dress includes more formal attire. This attire may be more common for presentations delivered in the community or in an environment where more formal dress is common.
- 2.3. **Casual Dress Code:** Dress appropriate for an environment with little to no contact with visitors or where the work being done is such that casual clothes are appropriate to the work performed (i.e., warehouse team members).
- 2.4. **Clinical Dress Code:** Dress appropriate for individuals with patient or resident contact that encompasses a professional clinical image as well as appropriate safety and cleanliness standards.
  - 2.4.1. Shirts/Coats – lab coats may be worn over professional attire. Freshly laundered fleece jackets may be worn but must be removed before direct patient care.
  - 2.4.2. Skirts/Pants – full-length pants or skirts must be worn. (Capri pants or Bermuda shorts are not acceptable unless you are conducting home visits.)
  - 2.4.3. Shoes/Socks – footwear should be supportive and comfortable in relation to your work activities and have rubber soles or a similar material to prevent slipping. Athletic footwear is acceptable. Feet must be covered. Employees will wear protective footwear to provide protection from needle sticks, scalpel cuts, and splashing from blood or other potentially infectious material. Shoes that have holes or perforations may not protect health care workers' feet from exposure to blood, body fluids, or other liquids that may contain potentially infectious agents. Shoes made of cloth, that are open-toed, or that have holes on the top or sides do not offer protection against spilled liquids or sharp items that may be dropped or kicked. Hosiery and/or socks should be worn by all direct patient care providers.
  - 2.4.4. Hair – hair that is shoulder length or longer should be worn away from the face and tied back during direct patient care.
  - 2.4.5. Nails – nails should be clean and 1/4" or shorter in length; acrylic, gel, or any type of artificial nails are prohibited; nail polish is discouraged, but if worn, freshly applied clear nail polish is preferred. Chipped polish is prohibited.
  - 2.4.6. Jewelry – should not present a safety hazard. No dangling jewelry including earrings or necklaces that can get caught or be pulled.
  - 2.4.7. Odors – scented body products (e.g., lotions, perfumes, cologne, aftershave) are prohibited in patient care areas.
  - 2.4.8. Soiled Uniforms – in the event that your uniform becomes soiled with blood/body fluids, team members may change into Corewell Health issued scrubs to wear for the remainder of their shift.

## 3. Responsibilities

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- 3.1. Team members are responsible for arriving at work dressed in a manner that portrays a professional image in relation to their role which consists of neat, safe, and clean attire.
- 3.2. Team members whose role requires that they wear attire for safety and infection prevention measures may be required to arrive early to work to dress. In that event, the team members will be paid for a reasonable amount of time to dress at work and to change at the end of their shift, if required.
- 3.3. Leadership is accountable to ensure appropriate dress is maintained within their department. This includes evaluating their team members' appearance in relation to this policy in a consistent manner and oversight of the ID badge requirements of their team members.
- 3.4. Security services issues a single ID badge per team member, maintains appropriate access or deactivation, and provides related information and reporting.

#### **4. Compliance**

- 4.1. Team Members should take time to read and become familiar with the details of any policies that apply to them and to follow any expectations outlined. Seek clarification from your leader or from HR (Human Resources) if you need it. When policies are not followed, there may be coaching or performance correction that results.
- 4.2. When a team member is covered by a collective bargaining agreement (CBA) and the terms of the CBA are different, the team member should follow the CBA instead of the policy.

#### **5. Policy**

- 5.1. These general appearance standards must be adhered to by all team members regardless of role or work location.
  - 5.1.1. Hair and Clothing
    - 5.1.1.1. Our team members will keep their hair, beard, and mustaches neat, clean, and well groomed.
    - 5.1.1.2. Our team members will wear clothing that is neat, clean, and professional.
  - 5.1.2. Uniforms
    - 5.1.2.1. Our team members are generally responsible for purchasing, laundering, and maintaining their workwear, including uniforms.
    - 5.1.2.2. If uniforms are issued by Corewell Health, they should not be modified or altered in any way.
    - 5.1.2.3. Team members may need to replace damaged, lost, or stolen Corewell Health issued uniforms and should return Corewell Health issued uniforms if they transfer or separate employment.
    - 5.1.2.4. Uniforms may be embroidered with Corewell Health branding standards.
  - 5.1.3. Odors
    - 5.1.3.1. Our team members prevent excessive odors by performing good personal hygiene and by using scented body products (e.g., lotions, perfumes, cologne, aftershave) sparingly and not on days when a team member must enter patient care areas.
    - 5.1.3.2. Our team members are free from odors such as tobacco products or e-cigarette vapors.
  - 5.1.4. Tattoos
    - 5.1.4.1. Visible tattoos may not contain words or images that convey violence, profanity, sexually explicit, discriminatory or other offensive content. Your leader may evaluate any visible ink.
  - 5.1.5. Nails

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- 5.7.3.2.** For team member safety and confidentiality reasons, certain ID badges may be approved to include only a first name on the front of your ID badge. Consult your leader if you have questions.
- 5.7.3.3.** Our ID badge will include a headshot photograph.
- 5.7.3.4.** Wearing your badge
  - 5.7.3.4.1.** Our ID badge will be worn even if the uniform is embroidered with identification.
  - 5.7.3.4.2.** Wearing the ID badge while working virtually is encouraged.
  - 5.7.3.4.3.** Our ID badge will be worn on the chest/shoulder area and may hang no lower than the upper torso with the photo visible.
  - 5.7.3.4.4.** Our ID badge will typically be attached by an ID badge pull. For safety reasons, if lanyards are worn in patient or resident care areas, they must include the break- away feature.
  - 5.7.3.4.5.** Team members who are issued duress or safety-related badges (that include panic buttons) are required to wear them while working.
- 5.7.3.5.** Using your ID badge
  - 5.7.3.5.1.** Our ID badge may only be used by the individual to whom it is issued and may only be used for its intended purpose related to your team member role.
  - 5.7.3.5.2.** Our ID badge may not be used to provide access for another individual into a secured location or for any other purpose, including accessing the timekeeping system. Team members may permit another team member into a secured location if they are confident that the team member's missing ID badge provides them access to that location. Team members must immediately inform their leader anytime they permit access to a secured location to a team member without an ID badge.
- 5.7.3.6.** Attachments to your ID badge
  - 5.7.3.6.1.** Our ID badge may not be covered by tape or stickers to conceal the photo, the name, or any part of the ID badge. The ID badge should remain entirely visible as it is printed.
  - 5.7.3.6.2.** No objects may be attached that may damage any bar code or magnetic strip as it may impact the operation of the ID badge.
  - 5.7.3.6.3.** Pins are not acceptable in patient care areas. Please refer to department specific policy if applicable.
  - 5.7.3.6.4.** In non-patient care areas, pins may be worn, including professional recognition pins or Corewell Health sponsored program or campaign pins, and those pins that represent our Business Resource Groups and have been approved by Communications and Marketing.
    - 5.7.3.6.4.1.** Pins should be modest and are encouraged to fit in a pin holder that attaches to the badge where pins are visible at the top or bottom.

5.7.3.6.4.2. No pins may puncture or conceal the ID badge.

**5.7.3.6.5.** Corewell Health issued ID badge backers with additional identification or operational information may be used when they comply with the expectations of this policy. We encourage departmental ID badge backers to be appropriately branded.

#### **5.7.4. ID Badge reels**

**5.7.4.1.** Corewell Health or Priority Health issued ID badge reels are strongly recommended (but not required). Use of organizationally issued ID badge reels promotes our brand and represents consistency to patients, members, and visitors. ID badge reels issued by Corewell Health or Priority Health must be reviewed by communications and marketing to assure branding standards are met.

**5.7.4.1.1.** Professional Recognition or Corewell Health Sponsored Programs or Campaigns ID badge reels that have been approved by Communications and Marketing may also be worn, including those that represent our Business Resource Groups.

**5.7.4.1.2.** Corewell Health reserves the right to request the removal of any ID badge reel that does not promote professional standards such as ID badge reels that contain profanity, discriminatory language or images, or violate a Corewell Health policy

**5.7.4.2.** Lost or stolen ID badges

**5.7.4.2.1.** In the event your ID badge is lost or stolen, report it to Security Services or Human Resources where a replacement must be obtained for a nominal fee.

**5.7.4.3.** Returning your ID badge

**5.7.4.3.1.** Upon separation of your status as a team member, your ID badge and any access cards must be returned to your manager, to Human Resources or to Security Services.

#### **5.8. Region/Department Dress Code Standards**

Dress code appendices are reserved for regions or departments with uniform requirements and/or regulatory requirements related to dress and grooming.

<a href="#">Corewell Health East - East Regional Dress Code</a>
<a href="#">Corewell Health South - South Regional Dress Code</a>
<b>Corewell Health West</b> <ul style="list-style-type: none"> <li>• <a href="#">Departmental Dress Code - Aero Med/NFAM</a></li> <li>• <a href="#">Departmental Dress Code - Laboratory</a></li> <li>• <a href="#">Departmental Dress Code - Nursing</a></li> <li>• <a href="#">Departmental Dress Code - Nutrition Services</a></li> </ul>

- [Departmental Dress Code - Patient Access Services](#)
- [Departmental Dress Code - Pharmacy](#)
- [Departmental Dress Code - Physician Practices](#)
- [Departmental Dress Code - Radiology](#)
- [Departmental Dress Code - Rehabilitation Services](#)
- [Departmental Dress Code - Respiratory](#)
- [Departmental Dress Code – Surgical Attire](#)
- [SHCC: Departmental Dress Code - Continuing Care](#)

## 6. Revisions

Corewell Health reserves the right to alter, amend, modify or eliminate this document at any time without prior written notice.

7. **Policies Superseded and Replaced:** This policy supersedes and replaces the following policies as of the effective date of this policy: Dress and Grooming Policy 6964963, Beaumont Health; Identification Badge, 8795789, Beaumont Health

## 8. References

- [Professional Expectations](#)
- Region/Department Dress Codes:
  - [Corewell Health East - East Regional Dress Code](#)
  - [Corewell Health South - South Regional Dress Code](#)
  - Corewell Health West
    - [Departmental Dress Code - Aero Med/NFAM](#)
    - [Departmental Dress Code - Laboratory](#)
    - [Departmental Dress Code - Nursing](#)
    - [Departmental Dress Code - Nutrition Services](#)
    - [Departmental Dress Code - Patient Access Services](#)
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    - [Departmental Dress Code - Radiology](#)
    - [Departmental Dress Code - Rehabilitation Services](#)
    - [Departmental Dress Code - Respiratory](#)
    - [Departmental Dress Code – Surgical Attire](#)
    - [SHCC: Departmental Dress Code - Continuing Care](#)

## 9. Policy Development and Approval

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