

## Personal Appearance & Dress Code Guidelines

**Purpose** The Kaiser Permanente, One Riverside Service Area, 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 workplace safety through proper dress and grooming practices. The purpose of these guidelines is to standardize the dress code for laboratory employees.

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**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: Dress Code – SC. RVC.HIM. 01-030**

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 always worn. The stockings must be plain. No fishnets.
- inappropriate footwear includes – no open toe/back shoes, sandals, clogs, crocs, sling backs, flip flops, hiking or work boots, or any shoe that keeps you from doing a job in your classification.

## **Personal Appearance/Dress Code Guidelines, *Continued***

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### **Policy**

#### **Clothing:**

Staff members are expected to maintain a professional appearance and are asked to wear clothes that are appropriate for workplace regardless of if a laboratory coat will be worn or not. Lab coats are worn as personal protective equipment (PPE).

Clothes worn should fit properly and provide adequate covering for staff members whose work may require bending, lifting or other close personal contact with patients. Shorts, very short skirts, tank tops or muscle tee-shirts, collarless tee-shirts, sweatpants, baggies, blue jeans and similar casual clothes are not appropriate professional attire. Staff members who wear uniforms may wear a unit or department approved sweater, sweatshirt or fleece jacket for warmth. Undershirts in neutral or muted tones may be worn underneath uniform tops and should be the same length or shorter than the uniform top.

T-shirts, shirts with logos/slogans, sweatshirts exception is management approved Kaiser Permanente's T-shirts worn in conjunction with Medical Center sponsored events.

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).

#### **Hair/Headwear:**

Hair, beards or mustaches should be clean and neat. Extreme hair colors should be avoided. Hair must be pulled back or restrained as appropriate to safety in the work area by anyone who provides direct patient care or handles other sterile equipment or supplies. No hats, bandannas, sweatbands or headgear may be worn unless required for medical, safety, religious or cultural reasons or as part of the uniform. For patient and staff safety, earphones, MP3 players, cell phones, radios, etc., should not be worn by any staff member while on duty.

## Personal Appearance/Dress Code Guidelines, *Continued*

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### **Nails:**

Staff who work in patient care areas, or who are involved in patient care, shall have natural nails that are kept clean, neatly trimmed and ¼" long. Nail polish in good repair (i.e., not cracked, chipped or peeling) is permitted. Artificial nails shall not be worn. Nail polish is permitted but anything applied to natural nails other than polish is considered an enhancement. This includes, but is not limited to Artificial nails or tips, Wraps, Acrylics, Gel overlay, nail art (e.g., glitters, piercings, 3D art, and adding accessories like studs, rhinestones, beads, aluminum foil), tips and/or fillers.

### **Tattoos & Jewelry:**

Body tattoos and body piercing should be discreet and always covered to maximum extent. Jewelry is not to interfere with the duties of the employees or pose a hazard to patient or employee. Body Piercing jewelry may not be worn (including tongue studs, nose rings, eyebrow rings, etc.) in any visible pierced body part except ears

### **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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*End*