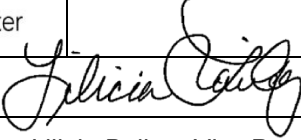
	Dress Code Policy	Type:	Tier 2
		Effective Date:	June 2012
		Revised Date:	September 2019
		Contact:	Human Resources
Approval Signature:		Date Approved:	August 2017
Typed Name and Title: Lilia Bailey, Vice President and Chief Human Resources Officer			

1) Policy Statement

Staff and faculty members contribute to the Medical Center culture and patient satisfaction in the way they present themselves. Staff/faculty members are expected to dress in a manner that is neat, clean and appropriate for the work being performed.

- a) Scope: All WFBMC staff and faculty
- b) Responsible Department/Party/Parties:
 - i. Policy Owner: Human Resources
 - ii. Procedure: Human Resources
 - iii. Supervision: Managers
 - iv. Implementation: Leadership

2) Definitions

For purposes of this policy, the following terms and definitions apply:

- a) **WFBMC:** Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Davie Medical Center (DMC), Lexington Medical Center (LMC) and all on-site subsidiaries as well as those off-site governed by WFBMC policies and procedures.

3) Policy

a) General

- i. Dress code guidelines have been established to ensure workplace safety, present a professional image and promote a positive work environment with limited distractions. Staff/faculty should consider these goals when choosing clothing for the workplace and should dress in a manner that is appropriate for the role and work environment.
- ii. Clothing should not be tight, revealing, dirty, torn or frayed. Clothing must meet all applicable safety standards, including the standards of infection control, OSHA, Joint Commission and other accrediting or regulatory bodies.
- iii. Fragrant products, other than minimally scented personal care products, are not permitted.
- iv. Hair should be clean and professional in appearance. Extreme hairstyles and colors are not permitted.
- v. Medical Center identification badges must be worn so that the photo and name are clearly visible. Badges should be worn above the waist; collar and shirt-pocket heights are preferred.

b) Standards for Clinical/Public Areas

Individuals who work in clinical or public areas represent the Medical Center and should maintain a professional appearance that inspires the confidence of its customers. The following standards apply to staff/faculty members who have contact with patients, families or the public. These standards are in addition to the general standards described above.

- i. In accordance with OSHA guidelines, individuals working in clinical areas must wear closed-toed shoes.
- ii. Denim garments, shorts and athletic apparel are not permitted. Hats or bandanas should not be worn unless they are necessary for medical or safety purposes or are part of a uniform.
- iii. Fingernails should be short and kept clean. Artificial nails are not permitted.
- iv. Tattoos deemed offensive or unprofessional must be covered by clothing.
- v. Jewelry should not pose a hazard or invade patient space during an exam (e.g., long necklaces). Visible body piercings are not permitted.

c) Accommodation for Religious Beliefs

The Medical Center will make reasonable accommodations for religious beliefs that contradict dress code standards as long as they pose no undue hardship.

d) Uniforms

Staff members who are required to wear uniforms are expected to comply with Medical Center [Uniform Standards](#) in addition to the other standards outlined in this policy.

e) Guidelines Specific to Individual Work Areas

Leaders may develop specific dress code standards for their work areas, based on health/safety standards, customer/patient contact or operational needs. Expectations should be clearly communicated to staff/faculty members.

2) Questions

Questions regarding how the policy applies to a specific situation should be directed to Employee Relations by contacting the PeopleLink Team at (336) 716-6464 or PeopleLink_UM@wakehealth.edu.

3) Related Policies and Resources

- a) [Employee Identification Policy](#)
- b) [Uniform Standards](#)

4) Review/Revision/Implementation

- a) Review Cycle: This policy shall be reviewed by Human Resources at least every three years from the effective date.
- b) Office of Record: After authorization, the Clinical Compliance Department shall house this policy in a policy database and shall be the office of record for this policy.