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Beaumont

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Document Contact: Michael Woolsey: VP HR

Operations

Area: Human Resources

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Applicability: Beaumont All Sites

Dress and Grooming Policy

Document Type: Policy

I. PURPOSE AND OBJECTIVE:

To establish consistent standards for dress, grooming and personal appearance which inspires confidence in our patients and families, teams and communities, while respecting employees' cultural, ethnic and religious beliefs and need for disability accommodations.

II. POLICY STATEMENT:

Beaumont's mission, to provide compassionate, extraordinary care every day is guided by our values of compassion, integrity, respect, teamwork, and excellence. Beaumont employees are expected to dress appropriately for their day with the goal to service the mission of Beaumont Health.

III. SCOPE:

This policy applies to all employees, management, physicians and others who perform work or services for Beaumont Health and any of its affiliated hospitals, clinics, businesses and corporate offices.

IV. STANDARDS:

Employees are expected to dress appropriately for the nature of our business and the type of work performed, whether working on-site, off-site or using remote technology such as video conferencing.

V. GENERAL GUIDELINES:

Appropriate	Inappropriate
Attire	
<ul style="list-style-type: none">• Business or business casual attire.• Clothing that is of appropriate size and fit, permitting freedom of movement.• All personal clothing must be clean, neat, and of appropriate length with finished hems.	<ul style="list-style-type: none">• Sweatshirt/hooded zip up sweatshirts.• Shirts with hoods.• Capri/Crop pants that are casual in nature.• Mini Skirts.• Jeans and denim apparel.

<ul style="list-style-type: none"> • Clothing is free of holes, stains, rips and tears. • Jackets with Beaumont Health approved embroidered logo. • Dress Capri/Crop pants. • Leggings are appropriate when covered with a long shirt/sweater or dress. • Solid color long sleeve shirts without logos or with approved Beaumont logo may be worn under scrub tops. • Approved hospital-provided and laundered scrubs should be worn in designated areas only. A lab coat or scrub jacket should be worn over hospital provided scrubs when outside the designated work area. 	<ul style="list-style-type: none"> • Jogging suits and other fitness apparel. • Spandex clothing. • Tank tops and spaghetti strapped tops. • Low cut blouses or tops. • Shorts. • T-shirts, unless worn under scrub tops or as part of a uniform or for an approved event.
Footwear	
<ul style="list-style-type: none"> • Shoes are to be clean and in good repair. • Heel height must not present a safety hazard. • Employees must wear shoes appropriate to the nature of their work and in accordance with departmental guidelines. • Peep and open toe shoes. • Sling-back shoes. • Boots/booties. 	<ul style="list-style-type: none"> • Athletic shoes, unless part of an approved uniform. • Flip-flops, sandals and slippers. • Open-toe shoes in patient care areas.
Headwear	
<ul style="list-style-type: none"> • Department issued headwear, per department dress code policy. 	<ul style="list-style-type: none"> • Hats, baseball caps and visors in the work area.
Personal Hygiene/Tattoo/Jewelry	
<ul style="list-style-type: none"> • Employees must have good personal hygiene. • Hair should be clean and neat. • Employees who work in patient care areas, with food or with machinery must have their hair pinned up off the shoulders or secured away from the face, to promote safety for self and patients. • Hairnets may be required by department policy. • Facial hair must be groomed and maintained, and not interfere with safety standards. • Scents from deodorant, perfume, cologne, body sprays and the like must be light and non-offensive. • Visible tattoos must not be offensive in subject matter or placement. • Piercings in the ears. 	<ul style="list-style-type: none"> • Beaumont is a nicotine-free environment – cigarette or other tobacco odor is not acceptable. • Employees who have direct contact with patients, work in areas where invasive procedures are performed or when procedures require a surgical scrub, provide cleaning services in patient care areas, transport patients, or provide any dietary service/function, must adhere the following fingernail standards: <ul style="list-style-type: none"> ◦ Artificial fingernails or extenders may not be worn. ◦ Fingernails must be kept short and clean, not exceed ¼ inch past the fingertip in length, no chipped nail

<ul style="list-style-type: none"> • Small stud piercing in the nose. • Gauges with inserts. 	<p>polish, no enhancements (i.e.: wraps, acrylics, gels and stones).</p> <ul style="list-style-type: none"> • Offensive body, tobacco, halitosis and/or clothing odors. • Tattoos that include profanity, nudity, racial or sexual comments or are otherwise inappropriate. • No facial tattoos of any kind should be allowed unless it is in a hidden area, such as behind the ear. • Jewelry that interferes with the nature of work being performed or otherwise poses a safety or health risk.
Badges	
<ul style="list-style-type: none"> • Refer to the Identification Badge Policy for ID badge guidelines. 	

- A. Employees in leadership and other professional roles may dress appropriately for their day, including business-casual attire. Traditional business attire is always acceptable and may be required based on the nature of the work being performed, interactions with patients and the community, or for formal business meetings or events.
- B. Patient- and public-facing employees, including clinicians and direct patient care providers, will dress in attire appropriate for their role or function. This may include department prescribed uniforms and/or scrub colors. See department specific dress and grooming policy and the Beaumont Health Scrub Dress Policy for additional information.
- C. Employees with individual needs associated with cultural, ethnic or religious observance or disability should consult with their manager or Human Resources to discuss possible accommodations.
- D. Managers will take disciplinary action to address attire that is inappropriate for the work environment. This may include sending employees home to change clothing or improve their personal appearance.
- E. This policy establishes the minimum standards for dress, grooming and personal appearance. Department leadership may issue stricter or more specific dress, grooming and personal appearance guidelines based on unique job requirements. If a department has such requirements, the department requirements must be followed. See department specific policy for departmental dress and grooming guidelines.
- F. Department leadership is responsible for enforcement of this policy.

VI. REFERENCES:

- [Progressive Discipline Policy](#)
- [Scrub Dress Policy](#)
- [Hand Hygiene Policy](#)

- [Identification Badge Policy](#)
- CDC Hand Hygiene in Healthcare Settings: <https://www.cdc.gov/handhygiene/index.html>.

VII. REVIEW AND REISSUE DATE:

Policies should be updated when changes to policies or procedures occur or every three years, whichever occurs earlier.

VIII. DISCRETION TO MODIFY:

Beaumont Health periodically reviews and revises its policies. This policy, as with all others, is subject to change at Beaumont Health's discretion without prior notice. This policy supersedes all prior written policies on this subject. This policy is located on the Beaumont Intranet.

IX. ATTACHMENTS:

- Request for Disability Accommodation Form
- Request for Religious Accommodation Form

Attachments:

[Request for Disability Accommodation Form.pdf](#)
[Request for Religious Accommodation Form.pdf](#)

Approval Signatures

Step Description	Approver	Date
	Aaron Gillingham: SVP and Chief HR Officer	09/2019
Policy and Forms Steering Committee Approval (if needed)	Michael Woolsey: VP HR Operations	09/2019
	Michael Woolsey: VP HR Operations	09/2019

Applicability

Beaumont Corporate Shared Services, Beaumont Medical Group, Beaumont Pharmacy Solutions, Dearborn, Farmington Hills, Grosse Pointe, Post Acute Care, Royal Oak, Taylor, Trenton, Troy, Wayne