



Policy Name:

Professional Appearance and Dress Code

Department/Service Line:

Human Resources

Policy Identifier:

BSWH
SYSTEM.HR.WKPL.001.P

Location:

All

Origination Date:

BHCS 01/01/1983
SWH 01/2005

Date of Last Review:

09/01/2014

Approved By:

Human Resources Policy Review Team

SCOPE

The Professional Appearance and Dress Code Policy (the Policy) applies to employees, volunteers, students, and contractors of Baylor Scott & White Holdings and its Controlled affiliates (collectively, "BSWH System").

PURPOSE

The purpose of this Policy is to provide guidance on acceptable dress and appearance in the workplace to (1) protect patients by preventing the spread of infection, and (2) present a safe and professional appearance at all times. Departmental and/or regulatory/governmental standards may be applicable due to safety requirements, the nature of our work environment, and infection control guidelines.

POLICY

Your appearance affects the impression visitors have of BSWH System and the confidence patients have in our staff. Certain styles and fashions may not be appropriate dress for all employees. We aim to ensure that moderation and professionalism are exercised while still allowing you to maintain a certain degree of freedom in dress and appearance.

To ensure an appropriate image is projected, all employees should present themselves in a professional manner. Your appearance should reflect the confidence our patients and visitors have placed in us, and not attract undue attention or cause disruption in the workplace. You will not wear clothing or accessories that may result in inconvenience, injury or insult to patients, visitors or co-workers.

If you're dressed inappropriately and it creates a disruption in the workplace, you may be sent home to change. This time away from work will not be "paid time". Continued failure to comply with this policy may lead to corrective action, up to and including separation from employment.

1. Clothing Guidelines

1.1. BSWH System has adopted a business casual dress style for non-patient care areas and other departments that don't require a specific uniform. In all cases however, clothing should:

1.1.1. Be made of a suitable material (for example, not see-through)

1.1.2. Not attract undue attention

1.1.3. Be tailored to fit you properly

1.2. Examples of appropriate and inappropriate clothing include, but are not limited to:

Appropriate	Inappropriate
<ul style="list-style-type: none"> ▪ Collared shirts, including golf shirts ▪ Dress slacks or pants, skirts or dresses ▪ Department-specific uniforms ▪ Suits, ties, sports jackets, if applicable ▪ Hosiery optional as long as it does not detract from professional appearance. 	<ul style="list-style-type: none"> ▪ T-shirts (unless designated for special events by facility leadership) ▪ Athletic wear (unless required for your position) ▪ Muscle shirts or tank tops ▪ Halter, strapless, and backless tops or dresses ▪ Shirts and sweatshirts with slogans (except BSWH System slogans) ▪ Jeans (unless designated by facility or functional leadership for special events) ▪ Shorts ▪ Transparent or see-through clothing ▪ Clothing that's inappropriately revealing ▪ Flip flops or casual sandals ▪ Athletic shoes (unless appropriate to your department dress standards or part of physician prescribed medical treatment) ▪ Sundress with spaghetti straps or backless ▪ Capri's ▪ Lycra pants ▪ Clothing resembling beachwear or sleepwear

2. Jewelry Guidelines

2.1. Jewelry should be worn in moderation and shouldn't present a safety hazard or attract undue attention. Minimal ear piercings are acceptable.

2.2. Jewelry should not be worn on these parts of the body:

2.2.1. Nose

2.2.2. Eyebrow

2.2.3. Tongue

2.2.4. Other non-traditional locations

3. ID Badges

3.1. To assist in providing a safe and secure environment for all employees, patients, and visitors, you must wear an official BSWH System photo identification (ID) badge at all times.

- 3.2. ID badges will be prominently displayed above the waist to meet regulatory obligations related to the patient's right to know their caregiver's name
4. Grooming – grooming plays an important role in your appearance. These guidelines define grooming standards to maintain a professional appearance:
 - 4.1. Hair should be neat and well-groomed.
 - 4.2. Hair color and accessories that may present a safety hazard or attract undue attention aren't permitted.
 - 4.3. Beards and mustaches are permitted, as long as they're neatly trimmed.
 - 4.4. Makeup should be worn in a tasteful manner.
 - 4.5. Tattoos that are inappropriate should not be visible.
 - 4.6. Perfume, cologne, body lotions, and body sprays should be worn discreetly.
 - 4.7. Follow appropriate hand washing procedures as outlined in the Hand Hygiene Protocol.
5. Special Considerations for Patient Care Staff – for the safety of patients and in an effort to minimize the spread of infection, BSWH System follows Center for Disease Control's (CDC) regulations.
 - 5.1. In general, fingernails are to be neatly manicured, clean and of reasonable length (1/4" beyond fingertip). Unchipped nail polish is permitted.
 - 5.2. Artificial nail enhancements are not to be worn, which includes, but is not limited to, artificial nails, tips, wraps, appliqués, acrylics, gels and any additional items applied to the nail surface.
 - 5.3. Personal equipment is cleaned between patient encounters. Scissors, Stethoscopes, reflex hammers, etc. must be cleaned with SaniWipes or a similar cleanser between encounters. Stethoscope covers (stethoscope socks or scrunchies) inhibit the cleaning of the stethoscope and are not allowed.
6. Policy Exceptions – Some departments may have specific uniform guidelines or scrub color requirements. If a facility or department has a business need for an additional or different requirement or to adopt a higher standard policy than what is described in this policy, it must be reviewed and approved by the VP of Human Resources.
 - 6.1. Reasonable accommodation can be made for an employee's medical condition or religious beliefs consistent with business necessity to present a professional appearance to the public (e.g. head coverings).
 - 6.2. On a very limited basis, there may be occasions where jeans may be appropriate for department activities such as cleaning or moving. In these instances, prior approval of Executive Leadership is required.

7. Meeting with Customers and Vendors – if you have a meeting with outside customers or vendors, you should dress in standard business attire, unless instructed otherwise by the customer or vendor.

DEFINITIONS

There are no additional defined terms associated with this Policy.

PROCEDURES

1. Supervisors

- 1.1. As a supervisor, it's your responsibility to ensure employees are dressed appropriately, according to this policy and any additional departmental guidelines.
- 1.2. If an employee is dressed inappropriately or fails to exhibit proper grooming, you may send the employee home. This time away from work will not be "paid time".
- 1.3. If there is a persistent hygiene issue which the employee attributes to a medical condition or cultural consideration, consult with Human Resources.
- 1.4. Continued failure to comply with this policy may lead to corrective action, up to and including separation from employment.

2. Employees

It is the responsibility of each employee to use judgment and common sense in selecting clothing that fits the function of his/her position and the professional image of the organization.

3. Professional Attire

- 3.1. Direct Patient Care Areas – where applicable the direct patient care areas, professional attire may include:
 - 3.1.1. Clean, well-fitting scrubs and uniforms are appropriate, per unit requirements. Clean, fresh scrubs and uniforms worn to work must be washed daily. For infection control reasons, scrubs should not be worn to public places, such as stores and restaurants, after work.
 - 3.1.2. Lab coats may be worn in patient exam and hospital rooms. Lab coats should be clean and laundered regularly (i.e., laundering at least weekly is strongly encouraged).
 - 3.1.3. Footwear is safe, supportive and clean. The top of shoes are a solid surface to protect the dorsal section of the foot from blood or chemical exposure. This applies to open toed shoes and "croc" style shoes with holes on the top of the shoe.
 - 3.1.4. Jewelry must be kept to a minimum for safety and infection prevention.

- 3.1.5. Hair must be worn in a way that prevents contamination and does not present a safety hazard.
- 3.1.6. The wearing of clean ties, scarves, and other neckwear in patient care areas is acceptable. Appropriate measures should be taken in an effort to prevent clothing from patient contact.
- 3.1.7. Long sleeve shirts are acceptable in patient care areas. Shirts should be cleaned regularly.
- 3.1.8. For men, neat and clean suits, trousers, collared shirts and ties, sports jackets and shoes with socks are appropriate.
- 3.1.9. For females, neat, clean dresses, suits, dress skirts and slacks, blouses, sweaters, jackets or blazers.
- 3.2. Ambulatory Care - Scrubs are worn by nursing staff that provide patient care. Scrub style may vary. Scrub pants or skirts to be the designated solid color. A coordinated print top may be worn.

REFERENCES

There are no references cited in association with this Policy.

RELATED INTERNAL DOCUMENTS

<u>Document Identifier</u>	<u>Document Name</u>
BSWH SYSTEM.HR.EMPL.014.P	Separation from Employment
BSWH SYSTEM.IPC.30.P	Hand Hygiene Protocol

ATTACHMENTS

There are no related attachments associated with this Policy.