



DRESS POLICY

Effective Date: September 1, 2019

Approval: Debbie Arnold, Vice-President, Human Resource Operations

Policy Initiated by: HR Shared Services

Application: Enterprise

PURPOSE

The purpose of this policy is to provide a consistent, safe, and professional dress code that reflects the mission, vision, and values of CHRISTUS Health and an environment that minimizes distractions and promotes healing for our patients.

POLICY

Associates are individually responsible for maintaining high standards of grooming, dress and hygiene that comply with this policy and with relevant health and safety regulations. Departments may adopt additional dress and uniform requirements, beyond those listed in this policy, with leadership approval. CHRISTUS will make reasonable medical and religious accommodations on a case by case basis in compliance with federal and state laws. Exceptions to this policy are limited to rare occasions with leadership approval.

ACCOUNTABILITY

The organization will set and approve all uniform styles, colors, and dress code expectations. Managers are responsible for enforcing these guidelines and ensuring Associates present a professional appearance. It remains the discretion of management to determine whether an Associate is in compliance with this policy.

Associates who do not meet the established standards may be required to take corrective action, which may include leaving the premises to change into appropriate attire. Should this be necessary, the Director/Manager will approve a specific period of time that the Associate may be away from the work area to change and then return to work. Associates may not be compensated for any time away from work, including the use of PTO hours, because of failure to comply with these guidelines. In addition, failure to comply with these guidelines may result in disciplinary action, up to and including termination.

EXPECTED STANDARDS

1. All Associates should maintain a professional appearance and must wear their identification badge above the waist while on duty.
2. Associates are expected to practice good hygiene including clean teeth, hair, and body, and the use of deodorant.

Clothing

1. Uniforms/clothing should be clean, unwrinkled and without obvious signs of wear.
2. Uniforms/clothing must fit properly.

3. Slacks/pants must be at least ankle length or longer. "Sagging" or "low riding" pants are not permitted.
4. Appropriate undergarments should be worn, but should not be visible.
5. With the exception of head coverings related to an Associate's religion, illness or disability, bandanas and headscarves are not permitted. Caps or hats are not permitted unless they are part of the recognized departmental uniform.
6. Socks or similar foot coverings are required in clinical areas.
7. Management reserves the right to determine when attire is unacceptable. Examples of **unacceptable attire** include, but are not limited to:
 - a. Jeans (any color)
 - b. Leather pants
 - c. Jogging suits, sweat suits, hoodies and sweatshirts, leggings, or gym clothes (except as approved for health club facilities)
 - d. Shorts, skorts, or miniskirts
 - e. Casual T-shirts
 - f. Revealing clothing that results in exposed cleavage, midriff or back or reveal undergarments.

Scrubs/Uniforms

1. Specific uniforms are required for Associates who work in direct patient care in an effort to help patients easily identify these Associates. If a uniform is required, Associates may be required to purchase a specific type/color.
2. Scrubs must be solid in color, and must follow the assigned color scheme for each discipline or department as defined.
3. Tops, bottoms and jackets must be the same assigned color. If acceptable by the department leader, exceptions may be made allowing jackets to be white. When interacting in the clinical area, Clinical Directors and above should wear professional dress with white lab coat.
4. Printed scrub tops and jackets may be worn in designated departments (i.e. Pediatrics) or for designated holidays, for the two weeks leading up to each of the following holidays: Valentine's Day, Mardi Gras, Easter, Memorial Day, Independence Day, Halloween, and Christmas.
5. Matching turtlenecks, polo shirts or crew neck shirts may be worn underneath scrub shirts, as long as the undershirt is solid in color.
6. Associates working in clinical and patient care areas must follow departmental guidelines for ensuring a safe and sterile environment.

Shoes

1. Shoes should be appropriate and safe for the work environment, with enough skid resistance to prevent unnecessary trips and falls. They must be clean and in good condition.
2. Associates working in patient care areas must wear close-toed shoes. Sling heel shoes are not acceptable.

Hair

1. Hair must be clean and groomed.
2. Facial hair must be neat and trimmed and may be restricted for the correct fitting of appropriate PPE.
3. Depending upon the nature of the work, Associates may be required to pull back and secure long hair or remove facial hair for infection control or safety purposes.

Jewelry and Accessories

1. Dangling earrings may present a safety issue and should be no longer than the level of the jaw line in patient care areas.
2. Other than earrings, no visible body piercings are permitted (i.e. tongue, eyebrow, or nose) while on duty. Ear gauges are also not permitted and any opening left by a gauge must be filled with a flesh colored plug. CHRISTUS reserves the right to require an Associate to remove piercings that interfere with business operations or compromise the healing environment.
3. Associates may wear CHRISTUS logos or CHRISTUS-sponsored insignias that directly promote patient care (e.g., patient satisfaction, vaccinations). An Associate may not wear any non-CHRISTUS-related logos, pins, buttons, lanyards, badge holders, stickers, other insignias, or graphic clothing when the Associate is in a patient care area and in a position to interact with patients. Lanyards may be prohibited in certain patient care areas for the safety of the patient and Associate.

Personal Appearance

1. The use of cologne/perfume is not permitted in clinical areas. Moderate use is permitted in non-patient areas.
2. The smell or use of tobacco products while on duty is prohibited.
3. Tattoos may be visible unless: (a) they convey violence, profanity, indecency, or discrimination; or (b) they are on an Associate's head, face, or neck. Tattoos that do not meet this standard must be covered with clothing (e.g., long-sleeves, high collar) or cosmetics. CHRISTUS reserves the right to require an Associate to cover tattoos that interfere with business operations or compromise the healing environment. This rule also applies to branding and other permanent body markings.

Fingernails

1. For Associates in non-clinical environments, fingernails and nail polish should be conservative in length and color and must be in good repair without cracks or chips. Fingernail adornments, nail piercing jewelry, and nail art are not permitted.
2. For Associates in direct patient care, patient support, or food service roles:
 - a. No types of artificial nails are permitted.
 - b. Fingernails must be natural (no artificial nails or gel overlays). Nail polish should be conservative in length and color and must be in good repair without cracks or chips.
 - c. Nails can be no longer than 1/4 of an inch beyond the tip of the finger.

Administrative Offices

The system office and other non-hospital based administrative offices will be held to the same standards listed above with a "business light" dress program. Associates are expected to wear clothing that is appropriate for a professional setting. When meeting with visitors from outside the office, visiting other CHRISTUS facilities or when CHRISTUS is hosting special groups or guests, Associates are expected to wear professional dress attire appropriate for the occasion.

Acceptable Attire for Men

Business Light

- Tailored trousers (dress slacks, khakis, corduroys)
- Golf or polo shirts, turtlenecks, sweaters
- Loafers or lace-up shoes with socks

Professional (as appropriate when occasion requires)

- Suit and tie
- Button up shirt with collar
- Dress shoes with socks

Acceptable Attire for Women

Business Light

- Dresses/skirts
- Dress shirts or blouses, turtlenecks, sweaters and sweater sets
- Tailored pants (dress slacks, khakis, and corduroys)
- Flats, pumps or dress boots. Open toed shoes are allowed excluding flip flops.

Professional (as appropriate when occasion requires)

- Dress with sleeves or jacket
- Pants or skirt with jacket
- Dressy shoes



HOLIDAY DIFFERENTIAL PAY POLICY

Effective Date: June 24, 2018

Revision Date: June 23, 2019

Approval: Debbie Arnold, Vice President, HR Operations

Policy Initiated by: HR Shared Services

Application: Enterprise

POLICY

A holiday differential of one-half the Associate's hourly rate will be paid to all non-exempt Associates who work the actual day of any of the CHRISTUS Health officially designated holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Working the Monday or Friday when the actual holiday falls on a weekend does not entitle the Associate to holiday pay.

PROCEDURES

- A. Managers/Directors should ensure only those Associates required/scheduled to work a holiday are on duty and receiving the holiday differential.
- B. Associates should clock in and out the same as for a normal shift.
- C. Holiday differential will be paid for time worked from 12:00 a.m. to 11:59 p.m. on the actual holiday. The differential is automatically calculated through the timekeeping system.