
PROFESSIONAL APPEARANCE

Purpose

Personal appearance plays an important role in the public's perception of employees as professionals and WellStar as an organization. Therefore, employees are expected to maintain a well-groomed appearance at all times keeping in mind the nature of their work, their safety and their coworkers and their representation of WellStar to interact with customers, vendors and the public.

Certain positions require a regulation uniform for purposes of appearance, cleanliness, safety and identification. When a uniform is prescribed, the employee is expected to wear it all times when on duty. In addition, the employee must wear it in accordance with department regulations. Supervisors will explain those regulations to employees during orientation.

Individual operating unit leaders are responsible for managing and interpreting this policy to ensure a professional appearance of all staff in patient care areas, support areas and office environments.

General Guidelines

1. Extremes in costume jewelry, hairstyles and perfume should be avoided.
2. All employees must wear an authorized identification badge while on duty.
3. Employees whose primary job is located in patient care areas should wear shoes with hose or socks at all times.
4. Items of apparel that are provocative or disruptive should be avoided.
5. Efforts will be made to reasonably accommodate a disabled employee's apparel needs as long as safety, health and/or sanitation requirements are satisfied.
6. Specific dress codes regarding uniforms and other appropriate attire, particularly in clinical settings, are determined by each department and enforced by the department manager.
7. Professional specialty pins and insignias are permissible. They may be worn on a lanyard or personal clothing, not on the identification badge.
8. If an employee is a member of a religious group that wears certain dress, efforts will be made to reasonably accommodate the employee as long as safety, health or sanitation requirements are satisfied.
9. Employees in patient care areas must adhere to all CDC and other regulatory guidelines related to personal hygiene.
10. Abuse of the dress code may result in disciplinary action.
11. See Appendix 3030A for additional guidelines.

UNIFORM, DRESS, AND PERSONAL APPEARANCE HYGIENE REGULATIONS

Appendix A

A. Uniforms & Scrubs

1. Uniforms shall be clean, pressed, mended, and if necessary, altered to fit.
2. Bows, lace, monograms, and excessive jewelry are not appropriate with uniforms.
3. Hospital provided scrubs are only to be worn by employees in departments that staff for sterile procedures or provide direct daily in-department support for those departments. Other employees and visitors to those departments will be provided scrubs on a temporary basis only for the duration of their business in the department.

Other departments where employees wear their own scrubs are to avoid apparel of the same color as hospital provided scrubs.

The hospital will supply scrubs in the event an employee's clothes are soiled.

B. Non-uniform Dress

1. Women may wear business casual pants, such as khakis, or other appropriate slacks. Slacks are required to cover the ankle. Dresses and skirts must be no more than two inches above the knee.
2. Men may wear business casual pants, such as khakis, or other trousers. Jackets and ties are optional. Shirts must have collars; band collars are acceptable.
3. Outer garments (dresses, skirts, pants, suits, shirts, blouses) shall be conservative in style and appropriate in length. Dress pants must be to the ankle or just above the ankle and professional and conservative in appearance. Jeans, denim jumpers, denim skirts, denim shirts, T-shirts, tank tops, leggings, capri-pants and walking shorts are not suitable.

Capri-pants exception: During the months of May through September, capri-pants are permitted. The length of the pants must be no shorter than right below the knee.

4. Clothing should fit properly. Clothing that is too tight, revealing or transparent is not appropriate.
5. Outer garments shall be clean and neat and free of illustrations, writing, and advertising unless the employee is participating in a health system program.

C. Footwear

1. Shoes are required and must be in good repair.
2. In the hospitals, patient care areas, laundry facility and distribution center, closed toe shoes are required for safety and infection control purposes. In hospitals, patient care areas, laundry facility and distribution centers, tennis shoes are acceptable provided they are clean and in good condition.

Footwear exception: During summer months (May - September) dress sandals may be worn with department head approval, however, hospital-based employees must adhere to the hospital dress code requirements. Dress sandals must have a band over the top of the foot and at least a one inch heel.

Footwear that is considered beach attire such as flip-flops (casual or dress, flat or heeled) are not permitted in any environment.

D. Identification Badges and Pins

Identification badges shall be worn while working. Badges shall be worn on the chest and with name and picture visible to patients and families. Professional specialty pins and insignias are permissible. They may be worn on a lanyard or personal clothing, not on the identification badge.

E. Other

1. Undergarments must be worn and should not be clearly visible through clothing.
2. Excessive and dangling jewelry is not suitable. Body piercing is to be conservative and not distracting to patients. Guidelines for piercing include: No tongue, nose, or facial piercing may be worn at work, and only two earrings are permitted per ear.
3. Head covering should be conservative in nature and generally worn only in departments where scrubs are required. An exception may be granted for an employee requesting a specific head covering for religious reasons. A request for such an exception must be made in writing to Human Resources.
4. Tattoos that are suggestive, lewd or inappropriate in nature are not permitted and if present should be covered with clothing, scarf or bandage. Face, neck and hand tattoos are not permitted and if present also must be covered.

F. Hygiene

1. Employees should be free of any offensive body odors. Employees should not use heavy perfume, cologne, scented lotion, etc.
2. An employee's clothing should not smell of tobacco smoke from personal use or second-hand smoke.
3. Hair should be clean, neatly groomed and of moderate length. Hair nets may be required.
4. Natural finger nails should be clean, conservative in color and no longer than ¼ inch past the finger-tip.

5. Artificial nails cannot be worn by employees providing patient care and/or the processing and management of patient care equipment, medical or food. Artificial nails include any substance or device applied to natural nails to augment or enhance nails. They include, but are not limited to, bonding, overlays, inlays, wraps, tips and/or attached decorations.
6. Proper oral hygiene is required.