



**POLICY AND PROCEDURE**

<b>Function:</b>	<b>Human Resources</b>	<b>Policy Number:</b>	<b>TH 170</b> Combines SFH HR-031 and TMH HR 15.0
<b>Subject:</b>	<b>Dress Code</b>	<b>Distribution:</b>	<b>Thomas Health</b>
<b>Prepared By:</b>	<b>Vice President Human Resources</b>	<b>Effective Date:</b>	<b>November, 2014</b>
		<b>Last Reviewed;</b>	
		<b>Revised Date:</b>	<b>December, 2020</b>
<b>Approved By:</b>	<b>Senior Leadership</b>	<b>Approved By:</b>	<b>President/CEO</b>

**PURPOSE:**

The purpose of this Standard Policy and Procedure is to establish dress code and grooming standards for the safety, health, and professional appearance of all Thomas Health employees.

**SCOPE AND RESPONSIBILITY:**

Applies system-wide – all TH employees.

**POLICY:**

Personal appearance and dress should exemplify professionalism. Visitors and patients judge the hospital by its employees as well as by its services. Neatness and appropriateness are key considerations.

Personal hygiene is an important facet in personal appearance. Employees are expected to arrive to work in clean presentable clothing and with clean hair and body. In our work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable.

Employees must wear their ID badges (picture showing) unless prohibited due to infection control issues (OR, PACU, OB, etc).

Professional Casual Friday – Employees are allowed to “dress down” on Fridays. This in no way negates the specific prohibited items listed in this policy. We expect that your business attire, although casual, will exhibit common sense and professionalism. Examples of professional casual dress include khaki pants, sport shirts, casual tops. Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work.

Certain items and/or clothing are considered non-professional and are prohibited while working at Thomas Health. Examples of these items are below.

- Denim (unless specifically approved), jeans, jean skirts, denim scrubs
- Tank tops
- Novelty shirts other than sports shirts which may be worn the day before or the day of the game

- Specialty shirts other than holiday themed shirts which may be worn during the month of the holiday
- Plastic/rubber summer “thongs” and “flip-flops”
- Non-healthcare related pins/buttons
- Excessive tattoos or body piercings other than earrings (This includes tongue, eyebrow, lip and nose piercings as well as ear gauges. This also includes facial tattoos and tattoo “sleeves”. These items must be covered by bandage or removed during work time).
- Excessive use of cologne/perfume
- Excessive amount or size of jewelry
- Artificial fingernails, extenders, wraps, tips are prohibited in patient care areas
- Natural fingernails must be an acceptable length as outlined in the Hand Hygiene policy

Individual departments shall meet specific grooming standards as required by regulatory agencies to protect the employee and patient from possible work related hazards. Each department may establish additional dress code requirements for which the employee will be required to comply. The department dress code and/or any revisions are to be reviewed by the Human Resources Department and approved by Administration.

If the employee has any questions about a particular item, they are to check with their department manager. Management reserves the right to determine and address any employee found non-compliant with this policy. Dress codes are established with respect to the professional nature of the hospital. Non-compliance with this dress code policy will subject the employee to disciplinary action up to and including termination.

Reviewed/Revised: December 2020