

112.1 POLICY

DRESS Code Policy

112.1A The dress code policy at St. Joseph's Healthcare System reflects who we are, a Healthcare System, which exemplifies faith, care and medicine working together, and a Healthcare System, which continues to reflect the values on which it was built. This policy is not intended to be prohibitive but to ensure that the attire we wear to work each and every day reflects who we are.

112.1B St. Joseph's Healthcare System expects its employees, contract employees, and volunteers to present a professional image at work, exhibiting the skills and experience they have in their particular fields or activities. Dress and proper grooming also convey this message of professionalism in much the same way as the actual services employees perform. Since patients and visitors often form an opinion of the Healthcare System by the appearance of those who serve, a favorable professional appearance is essential.

112.1C Adherence to the Healthcare System's dress code is also essential for identification and safety reasons

112.1D It is the responsibility of each supervisor to insure that employees are fully informed of and adhere to proper dress code in their department and to take corrective action when employees do not adhere to the dress code or do not comply with acceptable standards of good grooming, personal cleanliness and proper attire where not specifically addressed in this policy.

112.2 GENERAL DRESS CODE RULES

Employees, contract employees, and volunteers represent the Healthcare System, and the image they project should always be professional and in good taste. Extreme dress styles, hair styles, jewelry, make-up and nails and body piercing, including but not limited to eyebrow rings and nose rings, are unacceptable. Certain general dress code rules apply to all employees, contract employees, and volunteers in the Healthcare System without exception and are outlined below.

112.2A I.D. Badges - Healthcare System issued identification badge must be worn at all times visibly with picture facing out.

112.2B DRESS ON WEEKENDS, EVENING AND NIGHT SHIFTS - The dress code outlined in this policy is applicable 24-hours a day, 7 days a week including weekends, evenings and night shifts.

112.2C PROPER FIT OF CLOTHES - Clothes should fit properly and not be so tight or so baggy as to detract from personal appearance.

112.2D CLEANLINESS AND GOOD HYGIENE - Every employee is expected to be neat and clean in appearance and to practice good hygiene.

112.2E HAIR - Hair must be clean, well-groomed, and neat. Men's hair should be no longer than collar length, not to interfere with patient care. Extreme and fad hairstyles such as mohawks, unnatural coloring of hair and unconventional cuts are not permitted. Men are to be clean shaven or have short, groomed and neatly trimmed mustaches and beards.

112.2F NAILS - Nails must be clean, kept short and well manicured. One-eighth of an inch beyond the fingertip is the acceptable length for clinical personnel including those in direct patient care. Child Care Center personnel are also required to adhere to this regulation. Artificial nails/nail enhancements are prohibited. All other personnel's nails are not to exceed one-half inch beyond the fingertip. Nail polish, if applied, must be free of cracks and not contain nail jewelry or decorations.

All employee positions involved in direct patient care and who work in the patient care environment are expected to adhere to these guidelines including

- All nursing staff
- All direct care providers
- Nutrition service employees who prepare or handle food
- Child Care Center staff
- Radiology
- Transport
- Respiratory.

112.2G JEWELRY - Jewelry should not be of a nature that will hinder infection control or the ability to work safely. Body piercing is limited to one single piercing – in the ears only. All other visible piercing is prohibited.

112.2H JEANS - Jeans including jeans in any color, i.e., traditional blue, black, white, etc. and denim skirts and denim dresses are not considered professional dress and not permitted. Denim attire of any color is not acceptable.

112.2I SWEATSUITS/SWEATSHIRTS - Sweatsuits and sweatshirts of any style or material are not considered professional business attire and are not permitted.

112.2J SHORTS - Shorts of any type are not considered professional business attire and are not permitted.

112.3 DRESS CODE FOR EMPLOYEES IN BUSINESS ATTIRE

112.3A SLACKS, DRESSES, SKIRTS AND BLOUSES - Slacks, dresses, skirts and blouses should be professional. Slacks must be full length but not touching the floor.

The following are not considered professional business attire and are not permitted.

- Stretch, spandex and form fitting pants, leather pants, stirrup pants, capri pants, hip huggers, clam diggers, overalls, leggings, jogging or warm up pants and sweatpants.
- Tank tops, strapless and backless tops, see-through blouses, off the shoulder blouses, tops with low neck lines, tops shorter than waistline, crop tops and oversized baggy tops.
- Backless dresses and sun dresses.
- Extremely short dresses and skirts.

112.3B STOCKINGS/SOCKS - Stockings or socks are required for all employees.

112.3C BUSINESS SHIRTS AND TIES - Male residents, professional, technical and clerical staffs are required to wear business shirts and ties. Support personnel not falling into one of the above-mentioned categories will be required to wear collared shirt and slacks.

112.3D BUSINESS SHOES – Sneakers and bedroom slippers are not considered professional business attire and are not permitted.

112.4 DRESS CODE RULES FOR UNIFORMED EMPLOYEES

Uniforms provide employees with a consistent and professional appearance and instill a sense of pride. Patients, visitors and staff can more easily identify an employee's position by the uniform worn and, thus, feel assured that the appropriate person is performing his/her assigned job tasks.

112.4A DRESSES, PANTSUITS, PANTS AND SHIRTS, SKIRTS AND BLOUSES - Dresses, pantsuits and separates (pants and shirts) or (skirts and tailored blouses) are acceptable styles of uniform.

112.4B T-SHIRTS - T-shirts are not permitted except where authorized by dress code. (For example, green T-shirts are an approved part of the dress code in the Maintenance Department.)

112.4C SWEATERS/TURTLENECKS - Cardigans, pullovers or vest sweaters and turtlenecks may be worn by those in uniform for personal comfort.

112.4D SHOES - In all patient areas, shoes must have rubber or soft composition heels or lifts for quiet. Footwear must be of a single color, leather uppers, and free of all decoration and ornamentation and must be maintained clean.

112.4E STOCKINGS/SOCKS - Stockings or socks must be worn by all staff

112.4F LAB COAT - Employees authorized to wear white lab coats include physicians, dentists, physician assistants, advanced practice nurses, nurse instructors, nurse case managers and nurse managers. Nutritionists are permitted to wear lab coats. Tech/support staff must wear a lab coat/jacket as deemed appropriate by the department.

112.4G SCRUB SUITS - Scrub suits are permitted to be worn by employees only in authorized departments. Scrub suits worn outside specified areas must be covered by a white lab coat, and Healthcare System I.D. badge must be worn on the covering coat.

Scrub suits may not be removed from the Healthcare System or be worn to and from work.

112.4H SHOE COVERS, MASKS, HEADCOVERS, AND BARRIER PROOF COVERS - Shoe covers, masks, headcovers, and barrier proof covers must be removed before leaving areas where they are required to be worn.

112.4I PATIENT GOWNS - Patient gowns and x-ray gowns and isolation gowns may never be worn.

112.4J SHOULDER PATCH - The only shoulder patches permitted on uniforms are Paramedic and EMT patches authorized for MICU personnel.

112.4K JEWELRY - Personnel in uniforms are permitted to wear conservative small gold or silver earrings. No other jewelry except professional pins, rings, wristwatch, bracelets, identification or medical alert bracelet and small gold neck chains may be worn by either women or men in uniform.

112.4L HATS/HEAD COVERINGS - Employees are not permitted to wear hats as part of their uniforms. The only exception are employees in the Maintenance Department who may use green hats with the Hospital logo. The painters are permitted to wear white painter's hats. For religious reasons, employees are permitted to wear head coverings; these head coverings must not hinder the performance of their job nor have an impact on patient care.

112.4M COLOR OF UNIFORM - Employees must wear uniforms of the color authorized by the department in which they work and adhere to any other departmental uniform rule.

A D D E N D U M

Business Casual Friday, which was implemented in May 2004 on a temporary basis, will continue for all non-uniformed personnel of all Healthcare System sites. Employees who are required to wear Lab Coats over street clothes may wear Business Casual under their Lab Coats.

Business Casual Friday means that all employees who fall into the above-mentioned category and who wish to take advantage of this amendment to the Healthcare System's dress code policy may do so. Employees must continue to uphold the Standards, Vision, Mission and Values of St. Joseph's Healthcare System, and their appearance must be professional. Our Dress Code Policy #112 must continue to be adhered to. Whatever is listed as prohibited in Policy #112 continues to be prohibited.

The goal is that the employees feel comfortable while continuing to appear professional. An employee's attire should not make co-workers and/or customers feel uncomfortable, nor should it be distracting to others.

Employees in the public view who meet customers, attend meetings, or have business appointments outside the Healthcare System should use their discretion and dress according to the business needs for those occasions.

Business Casual is defined as the following:

Men: Dress/casual slacks, khakis and corduroys, polo or oxford shirts with collars, golf shirts, sweaters, sports jackets/blazers and turtlenecks. Socks must always be worn. Loafers, dress boots or deck shoes. Ties are optional.

Women: Blouses, sweaters, tunics, blazers, turtlenecks, tailored/casual dresses and skirts, split skirts or culottes, dress/casual slacks and khakis. Stockings or socks must always be worn. Loafers, dress boots, flats, dress sandals and deck shoes.

Clarification: Any garments made of denim material of any color are not permitted.

St. Joseph's Healthcare System will rely on employees to exercise good judgment and will hold its managers accountable for administering the Dress Code Policy with respect to employees who come to work in inappropriate apparel. This policy is to be upheld by all departments – no exceptions!

A good rule of thumb: If in doubt as to whether your attire is appropriate – change.

September 2004