Dress and Appearance
Human Resources #411

Date Effective: 3/1/84
Date Revised: 1/96, 2/97, 6/98, 10/00, 3/01, 7/02, 3/04, 6/04, 7/04, 5/06, 7/08, 9/09, 10/09, 10/10, 10/10, 7/14/10, 7/26/10, 8/26/10, 10/14/10, 11/8/10, 12/9/10, 1/1/13, 9/16/13, 10/28/13, 2/18/15
Date Reviewed: (no changes made)
Approved by: Dayna Eden, Chief Human Resources Officer

POLICY:
All employees, including those hired on a temporary basis, are required to comply with this policy during all working hours. Employees whose bona fide religious beliefs, observances, and/or practices conflict with this policy will be reasonably accommodated, upon request, so long as such accommodations do not cause an undue hardship for the conduct of the Clinic's business.

PURPOSE:
Dress and personal appearance guidelines have been established to ensure that employees and physicians convey a professional image to patients and customers. Also, to comply with the CDC’s Guidelines for Hand Hygiene in Health Care Settings.

ALL STAFF:
All staff members are expected to present a positive, professional image and dress appropriately for their position. The following guidelines apply to all staff.

1. **General Guidelines**
   - Clothing should be clean and in good repair
   - Hair, clothing, cosmetics and accessories should be on the conservative side, in line with the healthcare industry
   - Facial hair is permitted but should be trimmed and conservative.
   - Fingernails must be clean, neat and professional in appearance. Nail polish is allowed but must be maintained in good condition and not chipped.
   - Staff (physicians/employees) who perform patient care tasks or handle medications, lab specimens or medical instruments are not to wear artificial fingernails, nail extenders, or have long natural nails (exceeding ¼ inch beyond the end of the finger).
Mildly scented products such as perfume or body lotions may be worn sparingly but should be discontinued if visitors or co-workers express a concern. In Clinical/Patient Care Departments, consistent with our Infection Control Consumption and Use of Food/Beverages/Other Personal Activities by Clinic Staff in Patient Care and Public Areas policy #IC-514, staff shall not wear or apply odoriferous lotions/perfumes/fragrances or prepare and/or consume odoriferous foods that may create patient discomfort.

- Hair that is colored will be of a naturally occurring hair color
- Piercings will be visible in the ears only. Other piercings will be covered with a Band-Aid or by wearing a ‘clear’ stud
- Visible tattoos that comply with TEC’s policies (i.e. Non-Discrimination and Harassment, Employee (Staff and Physician) Conduct)
- Chewing gum or eating when dealing with patients/customers is unacceptable
- All Laboratory Departments - Hosiery/socks must be worn to cover bare legs and feet.

While it is not possible to address every fad, fashion or type of clothing, the following are some common items that are not appropriate for our workplace (**see exceptions for staff that are located in the Evergreen Building, Materials Warehouse, and Business Services Building/Frontier staff).

- Denim, all colors including fabrics that look like denim jeans; as well as flannel, fleece, vinyl fabrics**
- Athletic wear (yoga pants, sweatshirts, sweatshirt hoodies, fleece apparel, track suits, racer-back tank tops, etc.) Sweaters with hoods are acceptable.
- Clothing that is overly casual **(t-shirts, ‘cargo’ style clothing, clothing with large logos or slogans; hiking or snow boots, beach wear shoes).
- Clothing that is ill fitting, tight or revealing—such as revealing necklines, strapless clothing, clothing that reveals the midriff, back, backside, upper thigh, or clothing that shows a portion of the undergarments (i.e. bra straps).
- Pants with drawstrings on the bottom of the pant legs**
- Overalls
- Tie-dye, camouflage
- Hats
- Gauges - incrementally sized disks that enlarge the pierced hole, (i.e. pierced ear lobe) over time as it is stretched around each new and larger disk.
**Staff located in the Evergreen Building, Materials Warehouse, and Business Services Building/Frontier staff is permitted to wear more casual attire such as jeans, because of the non-existent/limited exposure to patients and customers. All other dress guidelines apply and there is an expectation that staff will dress accordingly should they have meetings in other buildings or with visitors where casual attire would not convey a professional image.**

2. **Identification Badges/Name tags**
   Name Tags are required to be worn and must be attached above the waist so they can be easily visible to other staff and patients. Name Tags can be ordered by the manager through Security. Even if a Name Tag is worn, a TEC issued identification badge with photo also must be worn and attached above the waist. The Clinic will provide the first photo ID badge at time of hire and replacement photo ID badges as needed. Employees who change titles will be provided an updated photo ID badge. Lost photo ID badges will be replaced at the employee’s expense.

   NOTE: If interested, Security has breakaway lanyards, Badge Reels and Badge clips that break off easily.

3. **Safety**
   Safety equipment such as gloves, hard hats, hard toe shoes and protective glasses must be worn at appropriate times as directed by the employee’s supervisor and applicable laws. Similarly, protective apparel or accessories must be worn as required by public health laws, infection control policies and clinic standards.

4. **Damaged Clothing**
   The Everett Clinic is not responsible for the cleaning, repair or replacement of personal clothing or property that is soiled, damaged or lost during the performance of the employee’s normal duties.

5. **TEC Logo Attire**
   Approved TEC logo attire can be worn at any time. To maintain consistency with our graphic standards, only apparel with the approved corporate TEC logo is acceptable.

**CLINICAL STAFF:**
Staff in these areas will wear the following:

1. Colored/patterned uniforms or business attire with a colored/patterned lab coat. Uniforms and lab coats are at the employee’s expense. Tennis shoes are allowed but should be in good repair.

2. Per OSHA/WISHA safety regulations, open toed shoes, sandals are prohibited. Clogs or open-heeled shoes are acceptable. Protective clothing (i.e. gowns)
must be worn where applicable. **NOTE:** All Laboratory Departments are required to wear hosiery/socks to cover bare legs/feet at all times.

3. Staff (physicians/employees) who perform patient care tasks or handle medications, lab specimens or medical instruments are not to wear artificial fingernails, nail extenders, or have long natural nails (exceeding ¼ inch beyond the end of the finger).

**FACILITIES, MAINTENANCE, SECURITY, IT DESKTOP/TELECOM, COURIER STAFF**

Staff in these areas are required to wear Everett Clinic logo shirts or jackets. Security staff is required to wear uniforms. Required clothing/uniforms are provided by the Clinic and ordered upon hire.

**AMBULATORY SURGERY CENTER STAFF**

Staff employed in the Surgery Centers are required to wear designated uniforms.

**ENFORCEMENT OF POLICY**

Employees are responsible for their appearance in accordance with this policy. Non-compliance with this policy is grounds for disciplinary action up to and including termination of employment. Any employee who has questions about the policy should talk with their Supervisor or Manager.

It is the responsibility of the Manager or Supervisor to determine the appropriateness of dress and grooming of employees within their areas of authority, to communicate with and counsel employees regarding acceptable dress and grooming, and to initiate corrective action as required.

It is not permissible for Directors, Managers and Supervisors to arbitrarily establish dress and grooming standards for their departments which are inconsistent with the Dress and Appearance Policy or which violate employment law.

Paper Copies of this document may not be current and should not be relied on for official purposes. The current version is in the [Guidelines/Policies](#) page on the TEC intranet.

**Related Clinic policies:**

1. Consumption and Use of Food/Beverages/Other Personal Activities by Clinic Staff in Patient Care and Public Areas, Infection Control #IC-514
2. Hand Hygiene, Infection Control IC-516.

**Intranet Issues:**

- **Author/Department:** Human Resources
- **Contact/Department:** Human Resources
• **Reviewed by:** Dayna Eden
• **Key Words:** 411; Dress and Appearance; Dress Code; dress attire, tattoos, ear disks, denim, sweatshirts, gauges, piercings, jeans, denim, HR411, HR 411, 411
• **Review Cycle:** standard 2-year cycle
• **Approval by Various Committees & Dates Approved:** (if pertinent)
• **Distributed to:** TEC Managers, Supervisors; All TEC Employees; Physicians