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, 9/1/09, 10/26/09, 6/25/10, 7/14/10, 7/26/10, 8/26/10, 10/14/10, 11/8/10, 12/9/10, 1/1/13, 9/16/13
Date Reviewed: (no changes made)
Approved by: Rochelle Crollard, Associate Administrator Human Resources

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, including Receptionists.

1. General Guidelines
   - Clothing should be clean, pressed 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, including, but not limited to perfume, cologne, aftershave, or body lotions, may be worn sparingly in Administrative Departments 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 odiferous lotions/perfumes/fragrances or prepare and/or consume odiferous 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.

- Denim, all colors including fabrics that look like denim jeans; clothing made with flannel, fleece, and vinyl fabrics
- Athletic wear (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; flat sole sandals held on foot by Y-shaped strap that passes between toes, with or without a heel strap.
- Clothing that is ill fitting, tight or revealing—such as revealing necklines, or clothing that shows a portion of the undergarments (i.e. bra straps)
- Garments that are shorter than 4 inches above the top of the knee (when standing)
- Strapless clothing; clothing that reveals the midriff or back
- 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.

For a more detailed list of items that are acceptable/not acceptable, please review the Professional Dress Code Guidelines attached at the end of this policy.

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/TECHNICAL/BACK OFFICE 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, ENVIRONMENTAL SERVICES, COURIER, AND MATERIALS MANAGEMENT STAFF**

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

2. Environmental Services and Informational Technology staff working evening/weekend hours are allowed to wear jeans that are in good repair.

**AMBULATORY SURGERY CENTER STAFF**

1. 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:**
Please see the Professional Dress Code Guidelines attached.
Professional Dress Code Guidelines

The purpose of the Dress Code Policy #HR-411 is to provide dress and personal appearance guidelines to ensure that staff convey a crisp, professional image to patients and customers. The following list can be used as a guideline for determining professional attire and grooming that is acceptable for the workplace. This list is intended only as a guide and does not address every possible question that may arise about professional attire.

If you have questions, please consult the Dress Code Policy or work with your Manager/Supervisor to determine the appropriateness of an item.

<table>
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<tr>
<th>ACCEPTABLE</th>
<th>General</th>
<th>NOT ACCEPTABLE</th>
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</table>
| • Dress appropriately for the position  
• Clothing should be clean, pressed and in good repair  
• Present a clean, crisp, professional image  
• Appropriate underwear is required; the absence or presence of undergarments should not be visible | • Ripped, worn, wrinkled clothing  
• Clothing that is ill fitting, tight or revealing—such as revealing necklines  
• Clothing that is overly casual (t-shirts, sweatshirts, ‘cargo’ style clothing, fleece attire, clothing with large logos or slogans, etc.)  
• Strapless clothing; clothing that reveals the midriff or back  
• Overalls  
• Tie-dye, camouflage  
• Athletic wear (sweatshirts, track-suits)  
• Chewing gum or eating when dealing with patients/customers is unacceptable | |

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<tr>
<th>ACCEPTABLE</th>
<th>Grooming</th>
<th>NOT ACCEPTABLE</th>
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| • 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.  
• Tattoos that comply with TEC policies.  
• Fingernails must be clean, neat and professional in appearance. Nail polish is allowed but must be | • Heavy scented lotions, colognes, perfumes, after shave, and strongly scented products.  
• Hair color that is not a natural hair color such as orange, maroon, blue.  
• Tattoos which are visible and do not comply with TEC policies.  
• Uncovered facial jewelry or piercings  
• Nail polish chipped and unprofessional in appearance. | |
maintained in good condition.

- Staff performing patient care tasks or handling medications, lab specimens or medical instruments with clean, neat and professional appearing natural fingernails no longer than ¼". If polish is worn it is maintained in good condition.
- Mild fragrances/scented lotions can be worn sparingly in Administrative Depts.
- Hair that is colored will be of a naturally occurring hair color
- Piercings should be visible in the ears only. Other piercings will be covered with a Band-Aid or clear studs will be used
- Tattoos will be covered

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<tr>
<th>ACCEPTABLE</th>
<th>Badge/ Name Tag</th>
<th>NOT ACCEPTABLE</th>
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<tbody>
<tr>
<td>• Name Tags, worn on left shoulder, and picture ID Badges, both are to be worn and visible between the waist and shoulders at all times while on Clinic property.</td>
<td>• Badges that are not visible between shoulder and waist</td>
<td></td>
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<tr>
<td>• Lost badges will be replaced at the employee’s expense. Badges are issued by the Security Department</td>
<td>• Absence of name tag.</td>
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<tr>
<th>ACCEPTABLE</th>
<th>Tops</th>
<th>NOT ACCEPTABLE</th>
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<tbody>
<tr>
<td>• Polo style shirt.</td>
<td>• Casual t-shirts or t-shirts with logos</td>
<td></td>
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<tr>
<td>• Dress shirts and blouses (professional and/or business cut).</td>
<td>• Tank tops, halter-tops, spaghetti strap, low cut/revealing, see through, midriff bearing, racer-back tops.</td>
<td></td>
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<tr>
<td>• Professional sleeveless and cap sleeved shirts</td>
<td>• Sweatshirts/fleece jackets/sweatshirt hoodies</td>
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<tr>
<td>• Sweaters, sweater with hood, turtlenecks/mock turtlenecks or cardigans.</td>
<td>• Tie-dye shirts</td>
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<tr>
<td>• Blazers, sport coats, jackets, and ties.</td>
<td>• Camouflage pattern</td>
<td></td>
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<tr>
<td>• Uniform tops for Clinical Staff</td>
<td>• Flannel shirts</td>
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<tr>
<td>• Lab jackets for Clinical Staff</td>
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<th>ACCEPTABLE</th>
<th>Pants</th>
<th>NOT ACCEPTABLE</th>
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<tr>
<td>• Dress /casual /corduroy slacks and Capri’s</td>
<td>• Sweat pants, exercise-wear, spandex or leggings worn as pants.</td>
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<tr>
<td>• Dress shorts which are 4 inches or</td>
<td>• Jeans/overalls or denim or fabrics</td>
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<tr>
<td>Uniform pants for Clinical Staff</td>
<td>less above the top of the knee</td>
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<tr>
<td></td>
<td>• Casual shorts or athletic shorts or shorts which are more than 4 inches above the knee</td>
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<td></td>
<td>• Casual cargo style pants, or 5-pocket pants similar to jeans</td>
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<td>• Pants with draw strings at the bottom of the pants leg</td>
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<th>Skirts/Dresses</th>
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<tr>
<td></td>
<td>• Dresses or skirts which are 4 inches or less above the top of the knee</td>
</tr>
<tr>
<td></td>
<td>• Dresses or skirts which are more than 4 inches above the top of the knee</td>
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<th>Shoes</th>
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<td></td>
<td>• Casually flat sole sandals held on foot by Y-shaped strap between toes— with or without heel strap; rubber athletic sandals.</td>
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<td></td>
<td>• Casual boots, such as hiking or snow boots</td>
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ACCEPTABLE

NOT ACCEPTABLE

9/16/2013