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Owner Elizabeth Kang:
Human Resources Compliance Manager
Area Human Resources
Applicability Memorial Healthcare System

M-17 Dress Code

PURPOSE

The Healthcare System expects all employees, volunteers and students to maintain an appropriate appearance that is professional, neat, and clean.

SCOPE

All Memorial Healthcare System Employees, Volunteers, and Students

POLICY GUIDELINES

As representatives of Memorial, staff members are required to dress professionally and appropriately and present a clean, neat appearance in accordance with their position, while respecting the diverse cultures of our patients, families, and co-workers.

Individuals who fail to follow personal appearance and/or hygiene guidelines, or report to work in inappropriate/ improper attire, will be sent home and directed to return in appropriate attire. If this happens repeatedly, it may be considered cause for discipline. If directed to return home to change, employees will not be compensated for the time away from work.

Memorial will make reasonable accommodations to dress and grooming standards for medical and religious reasons unless the accommodation poses an undue hardship or a risk to the safety or health of the individual or others. Any requests for exceptions to this, or any other Memorial policy, for medical or religious reasons, should be directed to Employee Relations at EmployeeRelations@mhs.net.

Grooming and Dress Code Guidelines

- A. **Shoes:** Patient Care Providers: Shoes must be closed-toed, provide safe and secure footing, and offer protection to hazards in the assigned work area. Shoes that are open-toed, have holes, or would otherwise allow exposure to blood and/or body fluids are not permitted.
- Non-patient care areas: Shoes should be appropriate for the work being performed. Peep-toed dress shoes are permitted, but must have either a covered heel or back strap. Sandals, clog-style, thong-style (flip-flop), or open-toed shoes are not permitted.
- B. **Hair/Headwear:** Hair, sideburns, mustaches, and beards should be clean and neat. Hairstyles should not interfere with work or be a safety hazard. Long hair (shoulder-length or longer) should be pulled back securely by anyone who provides direct patient care, works with food, or handles other sterile equipment or supplies. Employees who are required to wear respirator-type devices for patient care must be free of facial hair where the skin and respirator make contact to form a seal. No hats, bandannas, sweatbands or head covering may be worn unless required for medical, safety, or religious reasons or as part of the uniform. No earphones, earbuds, etc., should be worn by any staff member while on duty in a patient-facing role or in a patient care area.
- C. **Hygiene:** Good personal hygiene habits must be maintained such that body odor, smoke or other odors are not detectable. Fragrance, including but not limited to perfumes, aftershave, and scented lotions, should not be worn in patient care areas. Strong scents are not appropriate for any work area.
- D. **Makeup:** Makeup, if worn, should be appropriate for daytime wear, regardless of the shift worked.
- E. **Nails:** All MHS staff has a responsibility for maintaining hand hygiene, which includes maintenance of healthy hand skin and keeping fingernails clean and neat. Staff who are involved in patient care must keep natural nails short and trimmed (i.e., should not extend past the fingertips), must remove chipped nail polish, artificial nails, extenders or enhancements (including wraps, overlays, decorations, gems). Intact polish (including gel or shellac) may be permitted on short, neat nails that are not chipped or overgrown in departments that do not have more restrictive, internal policies (including but not limited to Food and Nutrition, Sterile Processing Department, Pharmacy Sterile Compounding).
- F. **Jewelry:** Jewelry may be worn if it does not interfere with work or present a safety hazard. Facial and visible body piercings other than earrings are not permitted. This includes but is not limited to tongue studs, nose piercings, and eyebrow piercings. Religiously significant jewelry may be worn if it does not interfere with work or present a safety hazard.
- G. **ID Badges:** ID Badges must be worn at all times (refer to HR Policy E-2, Employee Identification Badges). Lanyards and badge-pulleys worn in patient care areas must only have MHS logo or MHS-affiliated messaging.
- H. **Clothing:** Clothes (including accessories) bearing messages, images, advertisements, or non-MHS affiliated logos (e.g., organizations, competitors, political affiliations/activities) are not permitted in patient care areas. Clothes/accessories with images or messaging that may be considered inappropriate or offensive are not acceptable in any work area.

Clothes should fit properly and provide adequate covering for staff members whose work may require bending, lifting, reaching, or other close personal contact with patients or other employees.

Employees should dress in a professional manner appropriate to the job being performed and consistent with the business needs of the department. Clothing must be conservative in nature and not revealing. Sleeveless tops should be worn with a jacket or cardigan. All attire should be clean, neat, and non-wrinkled.

Examples of inappropriate attire include but are not limited to: T-shirts, clothing that is revealing, tank tops, halter tops, midriff-baring shirts, clothing that is made of spandex-type material or is form-fitting, stained, or see-through, exposed undergarments, sweat suits, jogging suits, sundresses, maxi dresses, evening wear, shorts, jeans, denim of any color, leggings, capri-style pants, overalls, cargo pants, sandals, flip-flops, and athletic type shoes.

- I. **Special Days/Events:** With Administrative approval, employees may dress in a more casual fashion than is generally required. Employees are still expected to present a neat, clean, professional image on these days.
- J. **Religious Dress:** Employees with sincerely held religious beliefs may wear religious clothing or articles that do not interfere with work or pose a safety hazard.

Uniformed Employees

Employees working in a department or unit with a uniform requirement are expected to wear the designated uniform while on duty, which may include specific colors and designs. Uniforms must fit properly, be clean, wrinkle-free, and well-maintained.

Employees who change clothes before or after their shift must adhere to the professional dress guidelines above when arriving to and leaving their work areas.

Refer to hospital dress code guidelines for entity and unit-specific guidelines.

POLICY OWNER

Human Resources

If any of the statements contained in this policy conflict with any verbal statements or agreements made by any representatives of MHS, then the statements contained in this policy shall control the outcome of any such conflict.

Memorial reserves the right to modify this policy in whole or in part, at any time, at the discretion of the Health System or as required by applicable law, regulation, or governing/accrediting body.

Employees who have questions regarding information contained in this policy should contact the Human Resources Department.

ONLINE LOCATION

All policies are subject to amendment. The most recent version of this policy can be accessed online:

<https://mhs-system.policystat.com/>.

This Policy / Guideline / SOP is intended to provide Memorial health care professionals with guidelines for addressing the subject matter herein. This Policy / Guideline / SOP is not meant to be a substitute for the standard of care or to restrain professional judgment or opinion.

Approval Signatures

Step Description	Approver	Date
Policy Owner	Elizabeth Kang: HR Compliance Manager	06/2023

Applicability

Memorial Healthcare System

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