

Division: Hospital	Subject: Standards of Dress and Appearance
Department: Hospital	Effective: 6/82
Senior Management	Review Dates: 1/91; 1/92; 1/94; 1/96; 1/99; 1/00; 2/01; 2/04; 3/06
Approved:	Revised Dates: 12/87; 3/90; 1/97; 1/98; 8/02; 1/05
Policy Cross Reference: None	Policy Review Leader: COO

## POLICY

Every employee affects the overall image of the facility in the eyes of patients and the community. That image also impacts fellow employees. It is the policy of Saint Louis University Hospital that employees present a clean and neat appearance and dress according to the requirements of their positions. This applies while employees are in the workplace or representing the company or facility outside of the workplace. For the purpose of this policy the term “employee” is an all-inclusive term denoting Tenet employees, vendors and contractors.

## PURPOSE

To provide employees with appropriate guidelines for personal appearance including the areas of dress and grooming.

## **Definitions**

1. **Professional Appearance.** Promotes the image that we, as an organization, desire to project. Hospital Administration reserves the right to determine the appropriateness of your appearance and attire.
2. **Neat, Clean and Serviceable.** The attire or accessory will be free of stains, wrinkles, odor, discolorations, fraying, excessive wear marks, excessive fading, and should not be worn too tightly or excessively loose, etc.

## PROCEDURE

### **Hygiene and Grooming**

1. **Hygiene.** All employees are requested to be aware and conscientious of their personal hygiene, neatness of attire and cleanliness of apparel. Strong odors or excessive use of perfumes or cologne are inappropriate.
2. **Grooming.** Hair will be kept in a neat and clean manner without extreme fads, styles or color. While in patient care areas or working with patients hair length will not obstruct your vision, i.e., below the eyebrows or, if worn below the shoulders, will be gathered and put up in a simple hairstyle or with hair clips or accessories. The wearing of sweatbands or excessive ornaments is not considered appropriate.
  - a. The wearing of wigs, hairpieces, etc, is permissible, but they must comply with this policy.
  - b. Facial hair is acceptable provided it does not interfere with the wearing of protective equipment and is kept neat and closely trimmed. Mustaches and sideburns will be kept neatly trimmed.
3. **Jewelry.** Employees that wear jewelry will first check with their supervisors to determine if it creates a hazard in the working environment, i.e., long necklace near moving equipment. The wearing of wristwatch, identification, medical alert bracelet, or simple bracelets is acceptable. Two rings per hand can be worn. A wedding ring set is considered one ring. Simple necklaces/chains may be visible.
4. **Fingernails.** Will be clean and trimmed at all times. Employees are allowed to wear a single color nail polish without design that promotes a professional appearance. The length of the nails will not interfere with the performance of any assigned duty. Due to infection control, artificial nails are not acceptable in areas that have patient care or handle patient materials or food.
5. **Body Art/Tattoos.** Cover or conceal existing tattoos (or other body art) if it may be frightening to children, or contain violent, pornographic or otherwise offensive material or is contrary to the image that we, as an organization, desire to project.
6. **Piercing.** Employees may wear up to two pairs of matching earrings in the ear lobe. If two sets are worn, one must be studs. They must be simple in design and color. No earring will extend beyond 1 inch in diameter or 2 inches in length. No other body piercing may be visible.
7. **Makeup.** Simple, applied lightly and appropriate for work.

## Appearance

1. Clothing must allow for free movement and flexibility in order to perform physical job functions as well as for bodily comfort. Excessively tight or loose clothing is not acceptable.
2. Employees will come to work in clean, neat and serviceable attire. This includes all accessories, i.e., shoes, etc.

## Appropriate Attire

1. **Appropriate Attire.** Includes as a minimum slacks, skirts, blouses, dresses, and shirts with collars. Appropriate attire does not include casual sandals, flip flops, shower shoes, jeans, coveralls, sweats, jogging suits, shorts, short pants, skorts, short skirts – skirts are to be moderate in length i.e., mid-thigh or longer. Revealing attire including but not limited to tank tops, crop tops, tube tops and clothing made of see-through materials is not considered appropriate. T-shirts with Tenet or SLU Hospital logos are appropriate as an outer garment when worn with scrubs in clinical areas.
  - a. Staff on their way into or out of work may wear other attire provided they do not have patient or customer contact and take the most direct route to change into department attire or depart. For example; OR nurse coming in on call.
  - b. Staff coming into work on their off time may wear other attire provided they do not have patient or customer contact and immediately depart when finished. For example; supervisor coming in to do payroll on a Sunday.
2. **Identification Badge.** Wear identification badge at all times while on the property. Badge will be worn with picture side facing out, attached to outermost garment and worn in the shoulder region. No pins, writing, stickers, etc may be attached to the badge or alter its appearance.
3. **Signs, Slogans, Stickers, Buttons.** **The Human Resources Director must approve any displays, signs, slogans, stickers, buttons, statements, etc. worn by employees.**
4. **Headphones.** Wearing personal headphones/earphones etc. is not acceptable when away from your work area. Department policies will dictate if they are applicable to the job being performed.

5. **Headwear.** No hats, caps or head coverings may be worn indoors unless dictated by religious practice, culture, or required by professional/clinical guidelines.
6. **Undergarments.** Appropriate undergarments will be worn. Undergarment T-shirt should only be visible at the neck opening and not extending below the sleeves or waist of another shirt.
7. **Footwear.** Will be professional and appropriate for business environment. Staff that work in or frequent patient care areas will not wear open-toe shoes and must wear appropriate hosiery. All footwear will be clean, neat and serviceable at all times.
8. **Hosiery** (socks, nylons, etc). Required with the exception of females wearing open-toe shoes. Any visible part shall be professional and complement the attire.
9. **Eyewear.** Simple, prescription eyewear and sunglasses are authorized. Sunglasses will not be worn indoors. Any medical condition requiring the wearing of sunglasses indoors requires a doctor's order.
10. **Professional Business Attire.** Consists of suits, skirts and pants worn with jackets, dress shirts with ties or blouses.
11. **Business Casual**
  - a. *Women:* Consists of dresses, skirts, suits, sweaters, turtlenecks, dress blouses, banded collar shirts, polo/golf shirts, khaki/chinos, pants, and hosiery and shoes.
  - b. *Men:* Consists of jackets, blazers, sweaters, turtlenecks, dress shirts, banded collar shirts, polo/golf shirts, khaki/chinos and shoes and socks.
12. **Hospital Scrubs/Issued Clothing.** Scrubs will not be worn off the premises. Before departing areas where scrubs are required, employees should remove their head/shoe coverings and don a cover coat. If not, new scrubs, shoe and head coverings must be put on before re-entering the clean area, i.e., OR, Cath Lab, etc. Hospital issued clothing will only be worn in the scope of your employment. The wearing /displaying of another hospital's logo is not permissible.
13. **Non-Compliance.** Failure to follow guidelines will result in employee being sent home and directed to return to work in compliance. Under such circumstances, the employee will not be compensated for the time away from work. Repeated non-compliance could lead to further corrective counseling including termination.

14. **Exceptions.** Hospital Administration reserves the right to approve exceptions and declare specific days for voluntary participation in business causal and theme-based attire, i.e., Cardinal or Rams Day.
15. **Infection Control/Safety.** All departments will ensure infection control/safety considerations are taken in their department policies, i.e., steel toes shoes for areas with danger of falling items, etc.
16. **Department Policies.** Individual departments may supplement this policy provided it does not detract from the intent. Department dress codes should specifically address acceptable attire, safety considerations and other department unique requirements, i.e., Protective Services, wearing of scrubs.
17. **Employee Responsibilities.** Employees are responsible to comply with this policy. If the employee is unsure if an issue meets the policy, they should discuss it with their supervisor before doing or wearing it. All employees will sign an acknowledgement statement.
18. **Supervisor Responsibilities.** Supervisors and above are responsible to ensure compliance with this policy. Supervisors will seek clarification from their managers if they are unsure of a compliance issue. They will apply the standards practicality and use safety in judging what is or is not appropriate appearance or hygiene. Review dress code periodically to ensure that employees fully understand it. Good judgment, with periodic assistance from peers and supervisors should, in most instances, be sufficient to define appropriate dress and hygiene.
19. **Authority.** The final authority on clarification of this policy is the Chief Operating Officer or Human Resource Director.

**REFERENCES:**

Saint Louis University Hospital Infection Control Manual  
Saint Louis University Hospital Employee Handbook  
Tenet Corporate Policy 406-F, Appearance and Hygiene