



Policy Number:	4.11	Original Date Issued:	January 1, 2000
Section:	Human Resources	Date Reviewed:	March 19, 2013
Title:	Work Appearance	Date Revised:	March 19, 2013
Regulatory Agency:			

I. POLICY:

Children’s is committed to providing a healing environment for our patients and a work environment that is productive and comfortable, and which enables employees to interact with our patients and their families in a positive and professional manner. In keeping with that commitment, Children’s has adopted a business-ready work appearance policy which applies to most employees at all sites and during all hours of operation. More formal dress, business professional, may be required on occasion or on a regular basis for employees who host System visitors, attend meetings outside the System, or represent Children’s at outside functions. The Children’s Work Appearance policy applies to dress, grooming, and personal hygiene including the odor of fragrances, tobacco smoke and smokeless tobacco products.

II. PROCEDURE:

- A. Employees are expected to be neat, clean, well-groomed, and appropriately dressed while on duty or on company property, and to be in compliance with the Work Appearance Policy and departmental dress code guidelines at all times.
- B. The department head or designee has final authority on all clothing, personal appearance and hygiene issues including fragrance and tobacco smoke and other tobacco product odors, and will provide coaching to any employee on the guidelines for their area. If an employee is not in compliance with both System and departmental guidelines, the issue(s) may be addressed with the employee by any leader. Employees not in compliance may be sent home, and may also be subject to disciplinary action in accordance with applicable company policies.

III. WORK APPEARANCE GUIDELINES:

A. ATTIRE/CLOTHING

- 1. For certain positions, uniforms are required and should be neat and complete at all times while on duty. Scrub tops should be worn tucked in, unless the scrub top style is meant to be worn outside the scrub pant. Scrubs with the name and/or logo from another healthcare system may not be worn.

2. Women may wear business casual pants, such as khakis, or other appropriate slacks. Business appropriate cropped slacks/pants to the ankle may be worn in non patient care areas. Dresses and skirts must be no more than two inches above the knee.
3. Men may wear business casual pants, such as khakis, or other trousers. Jackets and ties are optional. Shirts must have collars; band collars are acceptable. Socks should be worn at all times.

Examples of unacceptable work attire choices are provided below. This is not an all-inclusive list; individual departments may stipulate additional clothing items that are not acceptable.

- Denim clothing of any type and color, including but not limited to jeans, skirts, shirts, and jackets*
- Athletic clothing of any type
- T-shirts, except where approved in clinical department guidelines or on special designated days
- Shirts with written comments or decals
- Any clothing item with a logo from another healthcare institution
- Midriffs, halters, tube tops, or any shirt that does not cover the stomach or could be considered too revealing
- Mini-skirts
- Pants shorter than ankle length
- Shorts
- Non-surgical hats/caps
- Leggings

***In facilities where no patient care is provided, professional denim is permitted on Fridays only. To wear jeans, employees must be working in non-clinical locations and must not be meeting with any outside vendors or guests. All other aspects of the dress code still apply while wearing denim; employees must wear professional shoes and should not wear t-shirts unless it is a Spirit Day.**

B. SHOES/FOOTWEAR

1. Employees at all locations/facilities where patient care is provided are required to wear closed-toe shoes. Appropriate shoes in patient care areas include:
 - Shoes with gummed soles
 - Clean white sneakers
2. Open-toed shoes are permitted at facilities where no patient care is provided. For safety precautions, employees should wear only open-toed shoes that are secured to the foot at the ankle. Shoes must be considered dressy and professional.

3. The following footwear is not permitted:
 - Flip flop sandals
 - Shoes considered as beach attire
 - Sneakers or other athletic shoes, except in clinical areas and other areas where designated by department manager.

C. NAILS

1. Employees are expected to keep their nails no longer than one quarter inch (1/4") from the tip of the finger to ensure a health conscious and safe workplace.
2. Any healthcare worker who has direct contact with patients, and other employees holding clinical degrees and/or certifications and have the potential of having patient contact are not permitted to wear artificial fingernails. (Please refer to Children's Infection Control policy [1.05 Hand Hygiene](#))
3. When nail polish is worn, it should not be distracting.

D. HAIR

Hair should be clean, combed, and neatly trimmed or arranged. Distracting, or unusual hair color or style is unacceptable.

E. IDENTIFICATION BADGES

1. Employee identification badges should be worn above the waistline. The photo and name must be clearly visible at all times while on duty.
2. Pins and stickers alter the badge, compromise clear identification and access control. No pins or stickers should be affixed to the Employee Identification badge; Children's service pins and professional pins should be affixed to lapels or lanyards.

F. JEWELRY/BODY PIERCINGS/BODY ART

1. Jewelry and other accessories worn must be appropriate to the business setting and/or as dictated by job function, clinical and safety protocols.
2. Excessive or large jewelry accessories are not appropriate. Jewelry and other accessories may be deemed inappropriate based on job location and position within the System, per the discretion of the department head or designee.
3. Visible body piercings, other than in earlobes, are not permitted.
4. Visible body art, such as tattoos, are not appropriate in our work setting and should be covered at all times.

G. FRAGRANCES/TOBACCO SMOKE & SMOKELESS TOBACCO ODOR

Because of the compromising effect that fragrances, the odor of tobacco use, and second hand smoke may have on the medical condition and the health of our patients, our visitors and colleagues, Children's is 100% Tobacco-free and places certain restrictions on the use of fragrances:

1. Smoking and the use of tobacco products by employees is prohibited at all Children's locations. Tobacco smoke odor must not be detectable at any time. Before arriving on Children's grounds to report to work, employees who smoke are to take appropriate measures to assure the absence of odor caused by tobacco smoke or smokeless tobacco products which is highly detectable as breath odor and adheres to hands, skin, hair and clothing. (Ref *Environment of Care Policy* [5.16 Tobacco-free Environment](#))
2. Fragrances must not be worn in areas in which there is contact with patients; employees whose duties and responsibilities do not require patient contact must limit the use of fragrances and toiletries to those that are mild or light.

These restrictions are necessary to assure that there is no interference with treatment or other adverse medical impact on our patients. Such restriction may also be required in any area in consideration of a team member who may have documented medical conditions that are compromised by fragrances or tobacco smoke odor.