



## System

## Policy and Procedure

<b>Title:</b>	Dress Code	<b>Number:</b>	SY-HR-409
<b>Applies to:</b>	All SIHS employees	<b>First Created:</b>	1/97
<b>Issuing Dept:</b>	Human Resources	<b>Last Revised:</b>	5/6/16
<b>Approved by:</b>	Pam Henderson, VP for Human Resources		

### I. POLICY

Each employee is a part of Southern Illinois Healthcare's public image, and is a representative of our mission and values. Therefore, it is important that everyone's personal appearance, hygiene, and conduct be professional and appropriate at all times.

### II. DEFINITIONS

Non-Acceptable Attire – jeans (of any color), sweat pants, shorts, cropped pants (at or above the knees), skorts, t-shirts, backless/strapless/spaghetti-string tops or dresses, low necklines, sweat shirts, workout attire, scrubs and/or shirts with logos representing other facilities, midriffs, spandex, mini-skirts, bedroom slippers, and flip flops. Capri pants (below the knee) are allowed, but must be at least mid calf length.

### III. RESPONSIBILITIES

- 1.0 Department head/manager/supervisor verifies all dress and grooming standards are followed. Questions regarding these standards are directed to Human Resources.
- 2.0 Department directors, managers and senior management enforce this policy, even if the alleged "violation" works in a different department, and notifies the manager/director of the department in which the employee works as soon as possible and before disciplinary action consistent with this policy is taken.

### IV. EQUIPMENT/MATERIALS

N/A

### V. PROCEDURE

- 1.0 Employees are expected to wear professional attire or, if required, uniforms that are clean, wrinkle free and properly fitted.
  - 1.1 Skirts or dresses are not more than three (3) inches above the knees.
- 2.0 Generally, hats or caps are not permitted.
  - 2.1 Hats or caps are permitted if they are part of an SIH authorized uniform, are worn for religious or health-related reasons, or worn to protect an employee while he/she is working in inclement or hot weather.
- 3.0 Underwear is not visible through clothing or above the waist band of slacks.

- 3.1 Undergarments are not visible through clothing.
- 4.0 Shoes are clean and in good repair.
  - 4.1 Closed toed shoes are worn in clinical areas and areas where required for safety and/or sanitation reasons.
  - 4.2 Footwear that violates a safety regulation is prohibited.
  - 4.3 Loose fitting shoes or boots of any style that are unsafe for the work performed are not permitted in any work area.
  - 4.4 Tennis shoes must be neat and clean.
  - 4.5 Crocs or similar shoes, that contain holes in them, are not permitted.
- 5.0 Minimal jewelry is worn in the workplace.
  - 5.1 Stricter guidelines related to wearing jewelry may be implemented and enforced for reasons related to safety, patient care and/or infection control.
  - 5.2 Pins, rings or studs are worn in the ears only.
    - A. Ear gauges do not exceed one-half (1/2) inch in diameter.
- 6.0 Employees obtain approval to wear or carry SIH owned or branded hospital scrubs offsite.
  - 6.1 Shoe covers, masks, and gloves (personal protective wear) are discarded prior to leaving the Operating Room or any other area where they are used in caring for patients.
- 7.0 Employees are expected to adhere to the uniform standards of their respective work areas.
  - 7.1 Uniform colors may vary at the discretion and approval of the department manager/director.
  - 7.2 Jeans are permitted for Facilities Engineering and Distribution Center staff due to the nature of their duties.
- 8.0 Grooming standards:
  - 8.1 Personal hygiene, such as bathing, shaving, use of deodorant, or natural alternative, mouth hygiene, is essential to providing a professional image.
  - 8.2 For any staff whose responsibilities include direct, hands-on patient contact or whose assignment includes handling items used in direct patient care, nail length cannot exceed ¼ inch, and are clean and neat.
    - A. Artificial fingernails or extenders are not allowed when providing patient care.
  - 8.3 The use of perfume, cologne or after-shave, in all work areas is discouraged as it may cause respiratory problems for patients, visitors, or co-workers.
  - 8.4 Hair is clean, neatly trimmed, and contained in such a manner that it does not come in contact with the patient or visitors.
    - A. Hair colors are natural colors, while not necessarily the employee's natural color. No neon, green, blue, etc. colors.
  - 8.5 Facial hair and beards must be neatly trimmed.
  - 8.6 All tattoos must be covered.
  - 8.7 Employees called in during assigned on-call hours or for department meetings, are to report to work dressed in a manner consistent with this policy or have access to clothing they can change into that conforms to these guidelines.
- 9.0 SIH recognizes there are occasions when the nature of an employee's responsibilities requires them to wear dress attire that is prohibited by this policy (e.g. working on the floor to teach CPR, clean office space, etc).

- 9.1 Department heads exercise discretion in making exceptions to the policy for those limited occasions.
- 9.2 On occasions when these duties are not performed the entire workday, employees are instructed to bring a change of clothing that is consistent with the dress standards.
- 10.0 Departments may develop and publish more specific guidelines that are consistent with the standards outlined in this policy.
- 11.0 Employees who report to work dressed or groomed in a manner inconsistent with this policy are subject to any of the following:
  - 11.1 Instructed to clock out with the understanding that they correct the situation and get back to work as soon as possible.
  - 11.2 Instructed to change into hospital-issued scrubs and is subject to appropriate disciplinary action consistent with the Improvement Counseling policy, SY-HR-401.

**VI. DOCUMENTATION**

- 1.0 Counseling Report forms are maintained by Human Resources.

**VII. CHARGES**

N/A

<b>Additional Approvals and Review/Revision Dates</b>			
<b>Review Dates:</b>	1/98, 1/99, 1/00, 1/01, 1/02, 1/03, 1/04, 1/05, 1/06, 1/07, 1/08, 1/09, 1/10, 2/11, 2/12, 5/13, 5/14, 5/15, 5/17		
<b>Revision Dates:</b>	11/98, 1/00, 2/10, 1/8/14, 5/6/16		
<b>Replaces:</b>	N/A		
<b>Additional Approvals:</b>	<u>Name (print)</u> _____	<u>Title</u> _____	<u>Signature</u> _____