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Owner:	<i>Pamela Henderson: VP/HR</i>
Area:	<i>Human Resources</i>
References:	
Applicability:	<i>Memorial Hospital of Carbondale, Herrin Hospital and St. Joseph's Memorial Hospital</i>

Dress Code, SY-HR-409

Applies to:

All SIHS employees

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. Departments may have more prescriptive and/or restrictive dress guidelines. This code represents the minimum.

II. DEFINITIONS

Non-Acceptable Attire – denim jeans (of any color), sweat pants, yoga 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, clothing exposing the midriffs, inappropriate hemlines (skirts or dresses are not more than three inches above the knees), bedroom slippers, and flip flops. Capri pants (below the knee) are allowed, but must be at least mid-calf length. Leggings are permitted only when worn as hosiery, under another acceptable item of clothing.

Offensive tattoos or body art or personal articles – depictions that are drug-related, gang-related, extremist, obscene or indecent, sexist, or racist. Includes, but is not limited to those affiliated with, depicting, or symbolizing philosophies, organizations, or activities which advocate racial, gender or ethnic hatred or intolerance; those that advocate violence; those that are grossly offensive to modesty, decency, or propriety; those that advocate a philosophy that degrades or demeans a person based on gender, race, ethnicity, national origin, or other protected class.

Uniform – specific article(s) of clothing required to be worn while on duty, inclusive of personal protective equipment (e.g. masks, gowns, gloves, etc.). Uniforms may be in department specific styles and colors and must be purchased from designated and approved vendors. Uniforms may display the SIH approved logo.

III. RESPONSIBILITIES

1. Leader verifies all dress and grooming standards are followed. Questions regarding these standards are directed to Human Resources.

2. All leaders enforce this policy, even if the alleged "violator" 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. Employees are expected to wear professional attire or, if required, uniforms that are clean, wrinkle free and properly fitted.
 1. Any holiday themed or festive attire must align with this policy.
2. Generally, hats or caps are not permitted.
 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. Underwear is not visible through clothing or above the waist band of slacks.
4. Shoes are clean and in good repair.
 1. Closed toed shoes are worn in clinical areas and areas where required for safety and/or sanitation reasons.
 2. Footwear that violates a safety regulation is prohibited.
 3. Loose fitting shoes or boots of any style that are unsafe for the work performed are not permitted in any work area.
 4. Tennis shoes must be neat and clean.
 5. Crocs or similar shoes, that contain holes in them, are not permitted.
5. Minimal accessories and jewelry is worn in the workplace.
 1. Ear gauges do not exceed one-half (1/2) inch in diameter. Existing gauges are filled with skin-tone plugs.
 2. Facial piercings are removed, or filled with clear or skin-toned inserts. Covering facial piercings with a bandage is not acceptable.
 3. Headphones/earbuds may not be worn/used in patient care areas.
6. Employees obtain pre-approval to wear SIH owned hospital scrubs offsite.
 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 the facility.
7. Employees are expected to adhere to the uniform standards of their respective work areas.
 1. Jeans are permitted for Facilities Engineering and Distribution Center staff and/or others as approved by the CHRO/VP of Human Resources.
8. Grooming standards:
 1. Personal hygiene, such as bathing, shaving, use of deodorant, or natural alternative, mouth hygiene, is essential to providing a professional image.

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.
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.
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, pink etc. colors.
5. Facial hair and beards must be neatly trimmed.
6. Visible body art or tattoos considered offensive or depicting illegal activities are prohibited.
7. Employees called in during assigned on-call hours or other compensable events, 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. 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).
 1. Leaders exercise discretion in making exceptions to the policy for those temporary occasions.
 2. On occasions when these duties are not performed the entire workday, employees are expected to bring a change of clothing that is consistent with the dress standards.
10. Employees who report to work dressed or groomed in a manner inconsistent with this policy are expected to either:
 1. Clock out with the understanding that they correct the situation and get back to work as soon as possible, or
 2. Change into hospital-issued scrubs, as decided by the appropriate leader. Further, employees violating this policy are subject to conduct disciplinary action consistent with [SY-HR-401: Improvement Counseling](#).
11. Uniforms
 1. Departments that require employees to wear clothing that meets the definition of a uniform provide employees with a standard number of uniforms at the department's expense.
 - A. Uniforms may be purchased or provided through approved SIH vendors.
 - B. Personal protective equipment (PPE) must be solid in color, and contain no insignia, words, or logos other than the SIH logo. Any PPE provided by SIH is acceptable under this policy.
 - C. SIH administration determines specific departments that are required to wear uniforms, whether to purchase or rent, colors, and styles, and budgets necessary funds to provide uniforms.
 - D. Full time and part time employees required to wear clothing that meets the definition

of a uniform are provided two sets of approved uniforms. Per Diem employees are provided one set.

E. Employees may purchase additional uniforms at their own expense.

VI. DOCUMENTATION

VII. CHARGES

N/A

<https://vimeo.com/16504936>

Replaces:

N/A

Attachments

No Attachments

Approval Signatures

Approver	Date
Deborah Emery: CORP REGULATORY COOR	12/3/2020
Pamela Henderson: VP/HR	12/3/2020

Applicability

Herrin Hospital, Memorial Hospital of Carbondale, Southern Illinois Healthcare Corporate System, St. Joseph's Memorial Hospital