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| TITLE: System Dress Code Policy | | | |
| Number: 9512 | | Version: 9512.2 | |
| Type: Administrative | | Author: Geri Twomey | |
| Effective Date: 5/11/2011 | Original Date: 9/18/2008 | Approval Date: 9/22/2008 | Deactivation Date: |
| Facility: System | | | |
| Population (Define): All Employees | | | |
| Replaces: | | | |
| Approved by: Administrative Policy Committee, Senior Management Team | | | |

TITLE: *System Dress Code Policy*

I. Purpose/Expected Outcome:

- A. To provide dress and grooming standards appropriate to the work environment.
- B. To enhance the customers’ image of the organization by establishing consistent guidelines for the personal/professional appearance of Staff Members.
- C. To communicate to Staff Members that personal appearance and appropriate dress are regarded as important aspects of a Staff Member’s overall effectiveness.

II. Definitions:

- A. Staff Members: Refers to staff members, volunteers, students, and contracted staff members.
- B. Personal Hygiene: Refers to cleanliness, including but not limited to, bathing/showering, shaving, combing of hair, and trimming/cleaning of fingernails.
- C. CHRO: is the Chief Human Resources Officer
- D. Medical Clogs: are clogs with skid-proof bottoms, easily cleaned, and have a strap or safety lip in the back.

III. Policy:

- A. All Banner Health Staff Members represent the organization through their appearance and actions. It is the responsibility of each Staff Member to be neat, clean and appropriately attired in the workplace.
- B. It is the responsibility of management to ensure that their Staff Members present a professional appearance that reflects Banner Health’s Performance Standards.
- C. Departments and certain job classifications may have more specific dress code requirements for legitimate safety, regulatory and public contact reasons.
- D. Banner Health dress code/professional appearance standards are as follows:
 - 1. Staff Members are required to wear the designated uniforms for their areas; those working in areas with no designated uniform must dress in a professional manner appropriate for their work area. Articles of clothing with Banner’s logo may be permitted. Articles of clothing that advertise or denote logos from healthcare facilities other than Banner are not permitted.
 - 2. Casual wear such as miniskirts, shorts, tank tops, spaghetti straps. Spandex, leggings, midriff shirts and low slacks that show body parts are not permitted. Clothing must fit so that inappropriate exposure does not occur during normal work activities.
 - a. Tank tops and spaghetti straps are allowed if a coat or jacket is worn over them as the outer garment.



3. Shoes are to be worn at all times by all Staff Members. Shoes must be clean, in good repair, and professional in appearance. It is recommended that all Staff Members wear close-toed shoes with a closed heel or heel strap.
 - a. Slippers, flip-flops, hiking boots, huaraches, and similar shoes are prohibited.
 - b. Departments may designate specific safety shoes.
 - c. All direct caregivers must wear close-toed shoes with a closed heel or heel strap.
 - i. Caregivers may wear Medical Clogs.
 - ii. Direct patient caregivers may wear athletic shoes, as long as they are clean, and in good repair.
 - d. Non-patient care Staff Members are permitted to wear open-toed or sling back shoes provided they are business professional in appearance.
 4. Hair must be clean, combed and neatly trimmed or arranged to conform to the safety requirements of the specific work area.
 - a. Shaggy, disheveled hair is not permitted regardless of length
 - b. Sideburns, moustaches and beards must be neatly trimmed; a beard hood may be required in certain areas
 - c. In keeping with professionally appropriate attire, eccentric styles of hair and/or loud colors (yellow, green, pink, purple, etc.) are not permitted.
 5. Jewelry should not interfere with normal job activities.
 - a. Direct patient caregivers may not wear earrings which dangle more than one inch from the ear lobe. Barbells or chains that stretch between holes and gauges larger than 6 (4.1 mm) are not permitted.
 6. Visible body piercing including face, head, neck, tongue or other visible parts of the body (other than ears) is prohibited.
 7. Long or artificial fingernails are prohibited for those Staff Members providing direct patient care or those preparing products for patients. (See Artificial and Natural Fingernails Policy)
 8. Body and hair cleanliness is mandatory. Body odor and bad breath which are offensive to others, or which may interfere with the health of patient are not permitted. This includes heavily scented colognes, perfumes, body lotions and cigarette smoke odor.
 9. Tattoos must be covered, if possible. Tattoos which cannot be covered must be conservative and must not convey a message that is contrary to Banner's ethical standards and must not pose a potential customer relations issue. Visible tattoos that are obscene, lewd, crude, or portray or represent nudity, vice or crime or contain profanity are strictly forbidden. Staff Members will be required to cover such tattoos.
 10. Portable music devices or headsets, unless required to perform the job, are prohibited in our hospitals, outpatient clinics, and other clinical settings for Staff Members in the work area during the work shift. This includes any area where the Staff Member is performing work tasks. Staff Members may use these devices during their breaks and meal period.
 11. Bandanas, hats, and caps are prohibited, except where required and/or necessary for completion of job activities.
 12. Staff must wear clothing appropriate for the work setting when attending mandatory meetings, classes, and/or in-services for which they are being compensated to attend.
- E. Staff Members who wear business attire should comply with the same high standards as those who wear uniforms. Clothing should be neat and clean, and appropriate to the work assignment. Business attire may be worn by Staff Members in designated work units, subject to approval by the unit manager. Business attire for men and women includes, but is not limited to: suits, dresses or skirts for women, dress or casual slacks for men and women, blouses for women, shirts with or without ties for men, polo shirts, and shirts with collars for men.



- F. Staff Members who wear scrubs must comply with Banner’s appearance standards listed above. Scrubs must be kept neat, clean, free of holes, and are required to be changed when wet or soiled by blood and/or bodily fluid. If a Staff Member’s personal scrubs become soiled and need to be changed before the Staff Member’s shift is complete, hospital issued scrubs may be obtained from and returned to the linen department. Staff Members who work in an area requiring them to change into hospital issued scrubs are expected to dress appropriately and be aware of their appearance when entering and leaving the facility campus.
- G. The facility-issued ID badge must be worn on the upper part of the body at all times while on the campus. For safety concerns, the use of lanyards is discouraged. The face of the ID badge must remain visible for identification and safety reasons and must not be defaced with stickers, ribbons or pins so that the face or identifying words are covered.
- H. If a Staff Member reports to work improperly dressed or groomed, his/her supervisor may instruct the Staff Member to return home to make appropriate changes. Time away to correct their dress/grooming is not considered worked time and may result in counseling in accordance with the corrective action policy.
- I. Proposed changes by management to the Uniform and Dress Standards must be reviewed in advance by the designated Chief Human Resources Officer, for approval by Regional Administration.
- J. Exceptions to this policy may be made based on a Staff Member’s religious beliefs, disability, medical condition or other compelling reason requiring an exception. For example, a Staff Member undergoing chemotherapy may be permitted to wear a bandana, or a Staff Member with a broken foot may be excused from wearing a shoe. If there is a question as to whether an exception is appropriate, the Chief Human Resources Officer (CHRO) will review the request to determine if there is a valid reason for an exception. If the requested exception is not appropriate, the CHRO or his/her designee will work with the Staff Member to determine if a reasonable alternative solution can be implemented. Unless required by law, the CHRO shall have no obligation to grant an exception to this policy.
- K. This policy may be suspended on a facility or departmental basis for special events with the approval of the facility CEO.

IV. Procedure/Interventions:

- A. Department Uniform Responsibility Agreement may be required in certain areas
- B. Acknowledgement of discussion with Staff Member regarding dress code, appearance and uniform requirements
- C. Documentation of verbal coaching and written counseling in accordance with the Corrective Action Policy

V. Procedural Documentation:

- A. Department Uniform Responsibility Agreement may be required for certain areas

VI. Additional Information:

- A. N/A

VII. References:

- A. Banner Health Policies (Banner Health Intranet)
- B. Banner Health Management Guidelines (located on the Banner Health Intranet)
- C. Banner Performance Standards (located on the Banner Health Intranet)
- D. Department-specific dress code/uniform requirement



VIII. Other Related Policies/Procedures:

- A. Banner Health Performance Standards
- B. Artificial and Natural Fingernails Policy
- C. Corrective Action Policy

IX. Cross Index As:

- A. Professional Appearance
- B. Dress
- C. Clothing
- D. Safety
- E. Professional Conduct
- F. Staff Expectation
- G. HR Policies

X. Attachments:

- A. N/A