

PROCEDURE: SFHS HR Policy Manual
EFFECTIVE DATE: 11/01/2002
REVISION DATE: 08/01/2006, 06/30/2014
REVIEW DATE:

SFHS.PPM.11.03.01.00

SUBJECT: PERSONAL APPEARANCE

TJC STANDARD OR OTHER REGULATORY AGENCY:

PURPOSE:

To define appropriate standards of personal appearance to present a professional business and medical image of Saint Francis Health System to the community it serves.

POLICY:

Each employee of Saint Francis Health System must agree to abide by the dress and appearance standards unless otherwise stipulated.

The System realizes that each area may choose to further define its own dress guidelines with the Executive Director of Human Resources and the Operational Vice President approval, as long as they are in accordance with the overall guidelines of this policy. Examples of personal appearance variation based on specialty areas include: Ave Maria House (shorts are acceptable), Engineering (black jeans are acceptable), and the Health Zone (exercise clothes are acceptable.)

PROCEDURE:

1. Dress Standard Specifications

- 1.1 Dresses, skirts, pants or uniforms shall be of a reasonable length.
 - 1.1.1 High-cut slit skirts are not allowed.
 - 1.1.2 Clothing should be tailored, yet not tight fitting.
 - 1.1.3 No sundresses or low cut blouses, tops or dresses.
 - 1.1.4 Denim jeans (any shade of denim) should not be worn.
 - 1.1.5 Stretch pants/leggings are not permitted.
- 1.2 Capri pants or shorts are not to be worn at any time.
- 1.3 Wearing of excessive, oversized, garish jewelry will not be allowed. Visible earrings/piercings are allowed in ears only.
- 1.4 Jogging attire (sweats) or exercise wear are not considered proper attire. (Exception: Health Zone) Only Saint Francis Health System t-shirts are allowed. All other t-shirts or exercise wear are not considered proper attire.

- 1.5 Only professional and SFHS pins, patches, name tags, caps, hats and insignia will be worn as a part of the working attire by employees of Saint Francis Health System.
 - 1.6 Appropriate undergarments must be worn and should not be visible.
 - 1.7 Tops should be neatly tucked in if the ensemble is designed as such.
 - 2. Shoe Standard Specifications
 - 2.1 Shoes will be clean and/or polished. Shoes may be casual or dress.
 - 2.2 Platform shoes with exaggerated soles and/or heels or rubber or plastic flip-flops shall not be worn while on the job.
 - 2.3 In Patient Care areas closed toe shoes with appropriate socks should be worn.
 - 2.4 Working in bare feet is not allowed.
 - 3. Hair and Nail Standard Specifications
 - 3.1 Hair should be clean, neat and properly groomed. Hair color and style should not be extreme in nature.
 - 3.2 Beards, mustaches and sideburns shall not be of extreme fashion and shall be neatly trimmed at all times.
 - 3.3 Nail standard specifications:
 - 3.3.1 Nails must be of appropriate length for the job description of the employee.
 - 3.3.2 Nails must be clean and well groomed.
 - 3.3.3 Artificial or long nails may not be worn in direct patient care areas.
 - 4. Tattoos should be appropriately covered.
 - 5. Employees must have good hygiene and be appropriately and professionally dressed. Strong odors such as tobacco, hairspray, colognes or other sprays on clothing or person are not acceptable. Heavy fragrances of any kind are not permitted due to allergic reactions of both patients and employees.
- Refer to Tobacco Free Policy, SFHS.PPM.16.06.02.00
- 6. Employees presenting themselves for work, who in the opinion of management are inappropriately attired, will clock out and be sent home to change. They must report back to work in a reasonable time frame. Members of the management and supervisory team will resolve any conflicts with employees regarding personal appearance.

Reviewed by:
Director of Legal Services
Executive Director of Human Resources
Senior Vice President, CFO
Executive Vice President, COO