

Dress Code (Standards of Professional Appearance)

10494

Official (Rev: 8)

Source:

Administrative
Human Resources

Applies to Facilities:

All PPH Facilities

Applies to Departments:

All Departments

I. PURPOSE:

- A. To outline Palomar Health's employee standards of professional appearance so that employees' dress and grooming adheres to the expectations of patients and visitors.
- B. To the extent it is not specifically stated otherwise in an applicable collective bargaining agreement, the following procedure will apply.

II. DEFINITIONS:

- A. **Clinical and Uniformed Personnel:** Employees who provide patient care or who perform support services that require the wearing of identifying or clinical clothing appropriate to their job functions including but not limited to Nursing, Imaging, Security, EVS, FANS.

III. STANDARDS OF PRACTICE:

A. **Performed by: N/A**

B. **Overall Standards**

1. Work attire must be professional, neat, and clean.
2. Attire must keep with the nature of the employee's position type, nature of duties, work location, type of contacts routinely made with co-workers, vendors, external customers, contacts, and locations visited throughout Palomar Health.
3. While employees are on paid time either in the workplace (meetings, educational sessions) or conducting Palomar Health business elsewhere in the community (community service activities) their dress and grooming shall reflect the standards of the healthcare organization they represent. Palomar Health expects that all of its employees will present a well-groomed and businesslike appearance to patients, visitors, co-workers and others.
4. EMT/Department Directors may place additional requirements regarding dress, within the scope of their responsibilities, but may not liberalize the requirements within this procedure.
5. All members of the Leadership Team must ensure that Palomar Health and departmental standards of professional appearance are met within their departments and throughout Palomar Health.
6. Palomar Health Leadership retains the authority to make the final determination regarding the definition of what is inappropriate workplace attire.

C. **General Guidelines**

1. Clothing must be clean, pressed, and businesslike, to present a professional appearance appropriate to the employee's job and work duties and allows a patient or visitor to easily identify an employee.
2. Any clothing item is inappropriate for the workplace if:
 - a. It appears to be stained, soiled, wrinkled, or mismatched to other clothing.
 - b. It appears too tight, formal (i.e. evening attire) or revealing (including bare midribs, cleavage or transparent).
 - c. It is too casual, unkempt, or otherwise un-businesslike for an employee of a healthcare or business organization.
 - d. Calls attention to itself and distracts employees from their patient care or support service responsibilities.
 - e. Provokes, alarms, offends, or disparages those whom employees are serving or others with whom they interact.

- f. Causes patients, visitors, co-workers or management to question the competence, confidence, professionalism, caring, or quality of Palomar Health, its employees, or services.
 - g. Exposes employees, patients, or others to unnecessary safety or health risks
- 3. Footwear must be clean, safe, in good repair and not exceed three inches (3") in height. Sandals and flip flops are not permitted.
- 4. The length of skirts and dresses can be no more than 3" above the knee.
- 5. Shorts are not appropriate in the workplace unless they are a part of a uniform approved and in use by the staff in their department.
- 6. Jewelry, buttons, pins, and other accessories must be limited and unobtrusive.
- 7. Body piercings, including tongue, eye brow, and nose piercings must be removed while on duty.
- 8. Earrings are limited to two (2) per ear.
 - a. Earrings must be located on the earlobe.
 - b. Hoop style or earrings of excessive length that pose a safety risk in patient care areas are not permissible.
- 9. Body odor should not be apparent.
- 10. The use of perfumes, after-shaves, and other noticeable scents should be avoided.
- 11. Cosmetics should be appropriate to the workplace.
- 12. Hair should be clean, neatly styled, and of a "natural" hair color (i.e., not colors unnatural to human hair).
 - a. Patient care or support service duties may necessitate securing shoulder length or longer hair.
 - b. Facial hair and nails must be neatly trimmed. Pertinent occupational safety and infection control standards in this regard for given job classifications and duties must be adhered to.
- 13. Tattoos:
 - a. Quarter, half and full sleeve tattoos must be covered at all times.
 - b. Any tattoo that provokes, alarms, offends or disparages must be covered at all times.
- 14. Executive Management may approve days as "business casual days" or "theme days".
 - a. On such occasions, employees are still expected to meet dress and appearance standards, including safety and health considerations.
 - b. In such cases, "casual" dress means "business casual" and "theme" clothing and accessories may be limited to non-patient care or service areas
- 15. Denim, jeans or fabric that appears to be denim, is not permitted in patient care areas unless they are approved Palomar Health Logo items.
- 16. Where "casual dress" days and "theme days" have been adopted, at the discretion of the Executive Management Team, the wearing of jeans may be approved as acceptable attire. If so, specific standards apply
 - a. Denim, jeans or fabric that appears to be denim may not be worn in acute care or skilled nursing facilities
 - b. Denim and jeans are appropriate for off site meetings designated as business casual.
 - c. Any denim or jeans worn under the above provisions must be free of holes, frays, and tears.
- 17. Logos, advertisements, slogans, or other messages representing organizations other than PPH or promoting political, social, religious, or other causes, should be inconspicuous.

- a. Employees shall not take advantage of their close contact with patients and co-workers to use clothing or accessories as a means to convey inappropriate messages or to solicit in work areas on paid time.
 - b. Provocative, alarming, offensive, or disparaging messages are not permitted.
18. Departments may create written policies that require employees to wear uniforms.
- a. In such cases, employees do not have the discretion to modify such uniforms or to refuse to wear them.
 - b. Refusal to wear a designated uniform is subject to progressive discipline up to and including termination of employment.
19. Employees with questions regarding dress and appearance standards, safety and health considerations, or other aspects of this Palomar Health procedure or department procedures should consult with their supervisor or department director.
20. Human Resources shall be consulted on requests for modes of dress that are particular to an employee's religious or cultural beliefs.

D. Specific Guidelines

- 1. Clinical and Uniformed Personnel: In addition to the General Guidelines set forth above, clinical and uniformed personnel must comply with the following:
 - a. Uniforms must be consistent within the department or unit as prescribed by the department/unit specific dress standards including the wearing of clearly identifying attire that may distinguish employee's from differing units or job functions (e.g. EVS, FANS, smocks, scrubs, etc).
 - b. Artificial fingernails and fingernail jewelry are not to be worn.
 - i. Natural nail tips are to be kept less than ¼ of an inch long.
 - ii. Chipped nail polish is not permitted.
 - c. Footwear must meet department specific safety and other prescribed standards.
 - d. Employees provided with uniforms or scrubs that are required to be laundered by Palomar Health may not wear or take any such attire home

IV. STEPS OF PROCEDURE:

A. Equipment: N/A

B. Responsibilities

- 1. Employees are responsible for ensuring that their dress and grooming complies with Palomar Health and departmental policies, as well as pertinent safety and health considerations.
- 2. All members of the Palomar Health Management Team are responsible for ensuring that the dress and grooming of all staff comply with Palomar Health and departmental policies, as well as pertinent safety and health considerations, and shall take enforcement action as appropriate.
- 3. Employees who report to work improperly dressed or groomed:
 - a. are sent home to change or groom.
 - b. The staff member clocks out and clocks back in upon their return to work.
 - c. The first instance of being sent home due to improper dress or grooming is considered a verbal warning.
 - d. Subsequent instances of failure to meet the dress and grooming procedure are subject to progressive disciplinary action up to and including termination of employment.

V. PUBLICATION HISTORY:

Revision	Effective	Document Owner at Publication	Version Notes
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Number	Date		
8 (this version)	05/05/2014	David Abel Labor Relations Specialist	1. Update organization name.
7 (Changes)	02/29/2012	Brenda Turner Chief Human Resources Officer	Update to clarify when uniforms can be taken home. Formatted by NA, ua
6 (Changes)	07/16/2009	Brenda Turner Chief Human Resources Officer	To modify title so can be more easily found in Lucidoc search
5 (Changes)	10/31/2007	Walter George	To update procedure to reflect current standards.
4 (Changes)	05/17/2005	Marshall R Murrow Director of HR Pomerado	Approval signature
3 (Changes)	05/06/2005	Marshall R Murrow Director of HR Pomerado	Clarifying verbiage added
2 (Changes)	04/27/2005	Marshall R Murrow Director of HR Pomerado	1. Generally expands and clarifies provisions of acceptable and unacceptable workplace attire and grooming. 2. Added prohibition of artificial fingernails by employees working in patient care areas, and fingernail standards in general. 3. Addresses issue of visible tattoos and body piercings. 4. Combines safety procedure on ID badges into this document. 5. Requires closed-toe shoes in patient care areas.
1 (Changes)	05/02/2003	Joseph Levesque	Revised: 5/03

VI.

Authorized Signer(s): (05/05/2014 08:09AM PST) Brenda Turner, Chief Human Resources Officer

VI. REFERENCES:

Reference Type	Title	Notes
Related Documents	Identification Badges	

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<https://www.lucidoc.com/cgi/doc-gw.pl?ref=pphealth:10494>