



PERSONAL APPEARANCE/DRESS CODE

PURPOSE: To maintain a consistent and professional appearance, guidelines for Finley Hospital have been established concerning appropriate work attire and appearance.

PROCEDURE:

1. **IDENTIFICATION BADGE:** All job shadows and students will wear identification at all times. It must be worn at chest level with photo and name visible.
2. **FOOTWEAR:** Hose/socks and shoes are required. Shoes should be polished or clean to promote a professional appearance. Footwear should meet safety standards for the job performed. Sports sandals (i.e. Nike or Reebok sandals) and beach footwear are not acceptable. The color of socks should be appropriate for the uniform.
Staff working in healthcare settings that have a reasonable expectation of exposure to blood or other potentially infectious materials, or have potential exposure to sharps, or are moving carts and /or equipment must wear footwear with a completely closed toe box and heel enclosure. Any holes in the top of footwear should be no greater than $\frac{1}{4}$ ". The footwear should be made of sturdy material.
3. **HAIR:** Hair should be neat and clean. For safety and patient care, long hair should be pulled back away from the face and secured so it does not fall onto patient or interfere with your work area. Beards and mustaches must be kept clean and neatly trimmed. Hairnets or hair covers may be required in some areas. Hats should be removed when entering the facility.
4. **NAILS:** Fingernails should be clean and neatly trimmed. Long nails and long artificial nails are not appropriate in patient care areas. Nail length should be limited to $\frac{1}{4}$ " in all patient care areas and in the Food Service Department. If nail polish is worn, it needs to be free of chips.
5. **CLOTHING:** Clothing should be clean, pressed, in good condition (free of holes and tears) and appropriate in length, fit, style, and color coordination. Undergarments must be worn and should not be visible through clothing. Departmental policies will address uniforms or special clothing for a position and department. Professional dress is preferred. Hospital provided scrub suits may not be worn out of the hospital. Extremely casual clothing is not appropriate for the workplace. Some clothing is altogether inappropriate. **Some examples of inappropriate clothing include, but are not limited to the following: leggings can only be worn under a top/tunic that hits knee length full thighs or buttocks must not be visible, yoga pants or anything similar, tank tops, halter tops or dresses, hood sweatshirts, t-shirts and sweatshirts with logos other than our organization, blue jeans, bib overalls, spandex pants, jogging suits, pants that drag on the ground, tight clothing to include uniforms, skirts, dresses, pants, or tops, and revealing clothing such as low-cut tops, high slit skirts, bare midriff or very short skirts.** For additional information, contact the department manager or the Human Resources Department.

6. **ODOR:** Excellent personal hygiene is an expectation of all team members. Body odor, tobacco/cigarette smoke odor and perfume/cologne can be offensive to patients, family members or co-workers. Some perfumes/colognes can cause an allergic reaction in sensitive individuals. Perfumes and colognes should not be work in areas with patient contact. In other work areas, perfumes and colognes may be work in moderation and must be discontinued if a problem exists. Strong and/or offensive odor of any kind is unacceptable.
7. **ACCESSORIES:** Some accessories may detract from the excellent patient care and service that patients and family members deserve and should be avoided. The following accessories are not appropriate for professional attire: excessive jewelry; including, but not limited to the following: more than three rings total, multiple bracelets, long necklaces, more than three earrings per ear, and visible body piercing except in ears, visible tattoos, excessive make-up, fingernails longer than ¼ inches, unusual hair color and other adornments.
8. **MEDICAL OR OTHER EXCEPTIONS:** Any medical, religious or other exception to the “Personal Appearance/Dress Code” policy must be approved by Human Resources. Documentation to support reasons may be required. Permanent medical exceptions must be updated annually.
9. **ENFORCEMENT:** It is the responsibility of the department director/manager to communicate and enforce the dress code standards for his/her department.

I have read through the above information and will abide by the Personal Appearance and Dress Code for UnityPoint Health – Finley Hospital.

Name: _____ **Signature:** _____ **Date:** _____