***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Personnel **CODE: C-I-2**

SUBJECT: Employee Dress Code Policy **EFFECTIVE:**

**COORDINATOR: Director of Human Resources**

*[Hospital Name]* is a Seventh-day Adventist hospital, in harmony with its heritage, fosters a lifestyle among its employees that contributes to buoyant health and a joyous Christian experience.

As a representative of *[Hospital Name]*, it is essential that the appearance of each employee reflect the institution's commitment to excellence, health and safety, and conservative corporate values. An appropriate, clean and professional appearance becomes a matter of considerable importance, especially when the employee's job involves serving, meeting, and interacting with patients, students, and guests.

**Policy:**

1. Administrative Directives

 Employees shall be required to comply with administrative directives that will be issued and periodically updated regarding dress and appearance. Departmental guidelines may, by necessity, be more or less restrictive and have some different requirements than the institution‑wide administrative directive for various reasons, including safety and/or hygiene. All departments needing exceptions/alternate requirements shall be required to establish and maintain a supplemental dress and appearance policy that is approved by Human Resource Management (HRM) Department initially and each time it is revised.

2. Enforcement of Standards

 It shall be the responsibility of each Head of Department to ensure that his or her employees are compliant with the requirements of this policy (reference appendix A below). Compliance shall be managed through regular disciplinary procedures.

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix A**

1. HAIR

1.1 Hair is to be neat, clean, and professional in appearance, and not to impede vision. Extreme or unnatural appearance in style or color shall not be permitted. Head coverings, unless required in the work area or worn for specific religious reasons, are not permitted.

1.2 Longer hair shall be contained so as not to interfere with patient care, the operation of equipment, or other duties.

2. FACIAL HAIR

2.1 Mustaches and beards are permissible only if they are kept short, well-groomed, and neatly trimmed.

2.2 Side hair shall be well trimmed.

3. COSMETICS and TOILETRIES

3.1 The emphasis is on the natural appearance, e.g., eyebrows natural looking; eye shadow and mascara used in moderation.

3.2 Fingernails must be clean and neat at all times. No artificial/acrylic/gel nails, overlays, or tips are allowed for employees directly involved in the continuum of patient care.

3.3 Heavily scented powders, lotions, perfumes, after shave, etc., are not acceptable.

4. JEWELRY/ACCESSORIES

4.1 It is requested that no jewelry be worn except for wedding bands.

4.2 Visible body piercing (except ears) and tattoos are not permitted.

5. CLOTHING/ATTIRE

5.1 Clothes that are compatible with a business-like, professional and safety-conscious health care environment are required at all times. Conservative and appropriate dress is required of all employees.

6. IN GENERAL

6.1 Good personal hygiene and good grooming are required for an overall effect that is pleasant, professional, consistent with consumer expectations, and representative of the values of [Hospital Name].