

Policy Title: Employee Dress and Appearance Policy	
Department: Human Resources	
Area: Employee Relations & Practices	Effective Date: January 1, 2015
Pages: 6	Date Last Revised/Reviewed: Nov. 2017
Approved by: Mary Lynne Wright	Reference Number:

Scope

All staff identifying themselves as employed by Madison Hospital, whether they are clocked in, off duty or attending on-campus classes should adhere to this policy while on facility premises. This includes students, allied health professionals, physicians and contractors.

Policy

Madison Hospital's employees, students, and contractors have a responsibility to not only provide quality health care to our customers, but to *look* the part as well. Therefore, your attire, grooming, and personal hygiene are critically important to the hospital's success. You are expected to demonstrate professionalism and good judgment at all times related to make up, clothing, and appearance. Clothing must fit, be clean and pressed, be appropriate for your size, and not drag the floor. Clothing and jewelry which may pose a safety hazard or which could interfere with or detract from the delivery of high quality patient care or other business functions of the hospital, will not be permitted. We require that you observe the following specific standards regarding personal appearance and neatness while performing your duties:

Identification badges must be worn by employees at all times when at work. The badge picture and name on the badge must be visible and readable at all times. Wearing the badge at or below the waist is not permitted. Employees are not permitted to attach anything to the badge itself, including stickers, decals, pins, or similar items, unless the items are HH Health System hospital-issued, issued by an academic institution, or approved by Human Resources.

Personal hygiene is very important. Showering and the use of antiperspirant or deodorants are required. Strong perfume or fragrances of any kind are not permitted. All fragrances are discouraged for employees who have patient contact. Employees who use tobacco products must eliminate smoke odor from clothing, skin, and breath while at work. Madison Hospital is a completely tobacco free campus.

Hair is to be clean, well groomed, and a natural color (i.e. no pink, orange, blue). Distracting extremes in hair styling, dyeing, bleaching, coloring, and shaving designs into the hair are not permitted. Hair and hair accessories must not be distracting or extreme. Hair below shoulder length should be confined if it falls forward over the face while working. Mohawk's are not permitted.

Hats and sun visors are not permitted unless they are issued by HH Health System or Madison Hospital. They must be clean and in good condition and the brim of the hat must face forward.

Contact lenses or tinted lenses must not be distracting.

Mustaches, beards and goatees are permitted but must be neatly trimmed, clean and not present a bushy or uncombed appearance. Mustaches must not extend over the lip.

Fingernails are to be kept clean and cannot exceed ¼ inch from the tip of the finger. Nail polish, if allowed in the department or unit, must not be chipped or cracked. HH Health System reserves the right to identify any nail product of any kind as inappropriate for use. Extreme colors and nail art are not permitted.

Artificial nails (i.e. acrylic/gel overlays, acrylic/gel nails, wraps, tips, shellac polish/nails, crackles and any nail or polish that requires “curing” under a light and/or if the polish/nail product cannot be removed within 30 seconds with acetone(30 seconds per finger), and nail strengthener or hardener that is not removable by acetone) are not permitted if the employee has direct contact with patients to include direct physical contact with patients during exams, procedures, treatments, nursing care, and registration of patients. It is also not permitted if the employee has no direct patient contact but cleans the patient’s environment, prepares or handles equipment, handles supplies or linens for patient use, prepares or handles medications or blood products for patient use, transports patients, is employed by Food & Nutrition Services in any capacity, or is physically based in a clinical environment such as a Health Unit Assistant on a nursing unit or clinical department. Evaluation of potential patient contact should take into consideration what sort of contact is usual as well as what contact is possible in the performance of the job.

Rings, necklaces, bracelets, earrings, toe rings, and wristwatches are permitted. Employees are permitted to wear up to two necklaces, two bracelets (wristwatch counts as a bracelet) per wrist, two rings on each hand (wedding set counts as one ring), up to two earrings in each ear and one toe ring per foot. Earrings must not be larger than 1 inch in diameter or length for clinical employees and 2 inches in diameter or length for non-clinical employees.

Visible body piercing (other than earrings) is not permitted. This includes tongue piercing and forking, eyebrow piercing, noticeable spacers/large holes in the ear lobe, noticeable nose piercing and any other piercing that may be deemed as distracting.

Pins are permitted if they are HH Health System issued and/or issued by academic institutions. For all other pins, employees must seek approval from Human Resources before wearing. Employees may wear up to two pins on their lapel or through the slot at the top of their badge.

Tattoos must be covered at all times. Extreme body altering and branding must not be visible.

Shirts must be well-maintained, not faded and have no inappropriate, political or offensive wording or pictures. T-shirts, whether long or short sleeve and worn as a primary outerwear garment are not permitted. The tail of a T-shirt worn as an undergarment must be concealed. T-shirts should be color matching to the scrub top or match the trim or pant color. Wellness Center, Sports Center and Physical Therapy department employees may wear department logo t-shirts. Shirts with a revealing or plunging neckline are not permitted. Shirts should not ride up to expose your back or midriff when your arms are extended. Cleavage must be covered. See-through clothing is not acceptable. Undergarments must be concealed and worn at all times.

Sleeves - Clinical personnel must wear attire with sleeves. Non-clinical personnel may wear sleeveless attire as long as it is in good taste and undergarments are covered. Lingerie straps, spaghetti straps, indented armholes, cut-off sleeves, and racer back tops are not permitted.

Pants- Stirrup pants, capri pants, bike shorts, sweat pants, jogging pants, and skorts are not permitted. Leggings worn under a skirt are acceptable provided the skirt is an appropriate length (see dress and skirt below). Pants must fit and look professional. Spandex and parachute material is not permitted with the exception of the Wellness Center, Sports Center and Physical Therapy department who may wear department issued wind suits.

Shorts Madison Campus Departments and personnel approved to wear shorts are Wellness Center, Sports Center, Outpatient Physical Therapy, Plant Operations grounds crew, hospital couriers and employees who work on the loading docks.

Dress and skirt lengths cannot be shorter than three inches above the top of the knee. The top of the slits or kick pleats in skirts/dresses should not be shorter than five inches above the top of the knee.

Jackets Jackets worn by staff must be the black jacket approved by Administration and offered by Uniforms 2 U or ordered through Administration. Clinical staff may wear color matching lab coat. Sweatshirts/jackets are not permitted.

Shoes must be worn at all times and should be clean and in good condition. They should match or complement your uniform or outfit. Open-toed shoes are not permitted. If your department has safety restrictions you must follow those guidelines.

Shoe covers and booties cannot be worn outside of your department or unit, to include the cafeteria.

Religious or Cultural Accommodations- Requests for an exception to this policy for religious or cultural beliefs or questions regarding accommodations should be directed to the Human Resources Department.


General Guidelines Employees who change into required apparel once on campus may wear clothing outside this dress policy to and from work but must not wear a badge or represent themselves as employees while not dressed professionally for work.







Throughout the course of the year, the organization may choose to allow certain attire outside this dress policy on certain days for special events.



Questions, clarifications and interpretations of this policy may be necessary and should be directed to the Human Resources Department. Questions regarding appearance standards for construction contract workers should be referred to the Plant Operations Department.

Department managers are permitted to adopt a stricter Dress and Appearance policy for their individual departments if they deem necessary. For example, Food & Nutrition Department employees must abide by the Madison County Health Department Code. All department addendums must be approved by Human Resources.

Uniform Guidelines & Color Code Designations

Uniform Categories	Designated Attire/Scrub Color	
Clinical Professional: Advanced Practice CRNP CRNA	Light Grey Scrub Tops Light Grey Scrub Pants Outwear – Light Grey, White, or Black	 This image shows the designated attire for Clinical Professionals. It includes a light grey V-neck scrub top, a pair of light grey scrub pants, a light grey long-sleeved scrub top, a white long-sleeved button-down shirt, and a black long-sleeved button-down shirt.
Clinical Professional: Nursing	Olive or White Scrub Tops Olive Scrub Pants Outerwear – Olive, White, or Black	 This image shows the designated attire for Clinical Professionals in Nursing. It includes a white V-neck scrub top, an olive green V-neck scrub top, a pair of olive green scrub pants, a white long-sleeved button-down shirt, an olive green long-sleeved button-down shirt, and a black long-sleeved button-down shirt.
Clinical Support: Health Unit Assistants Patient Care Assistants OR, Lab, Imaging, ER, & Pharmacy Technicians	Khaki or Black Scrub Tops Khaki or Black Scrub Pants Outwear – Khaki or Black	 This image shows the designated attire for Clinical Support staff. It includes a khaki V-neck scrub top, a black V-neck scrub top, a khaki long-sleeved scrub top, a black long-sleeved scrub top, a pair of khaki scrub pants, and a pair of black scrub pants.

Department	Designated Attire/Scrub Color	
Food & Nutrition	Following positions wear black pants: Chefs/Cooks – White or Black chef coat Food Service Manager – Burgundy shirt long or short sleeve Coordinators – Blue shirt long or short sleeve Support Staff – Taupe shirt long, or short sleeve, black apron with Madison Hospital logo	
Environmental Services	Brown Scrub Tops – can have black trim Brown ¾ or long sleeve shirt with Madison Hospital logo Brown polo with Madison Hospital logo Black Pants	
Information Technology	Black ¾ or long sleeve shirt with Madison Hospital logo Khaki pant	
Plant Operations	Dark green polo with Huntsville Hospital logo Khaki pant or khaki colored denim	
Registration	Mint green polo or Cucumber button-up shirt with Madison Hospital logo Black pant Outwear – Black	
Greeter	White shirt Navy blazer Khaki slacks	

<p>Clinical Professional: Pharmacists Respiratory & Physical Therapists Imaging Technologists Medical Technologists</p>	<p>Pewter (dark grey) Scrub Tops – can have black trim Black or Pewter Scrub Pants Outerwear – Pewter or Black</p>	
<p>Clinical Professionals interacting in patient areas but without uniform designation</p>	<p>White lab coat worn over professional business attire</p>	
<p>Vein Center</p>	<p>Teal Scrub Tops Black Scrub Pants Outerwear - Black</p>	