

Policy Title: Employee Dress and Appearance Policy	
Department: Human Resources	
Area: Employee Relations & Practices	Effective Date: August 1, 2012
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Scope

All staff identifying themselves as employed by or affiliated with Huntsville Hospital, Madison Hospital, Heart Center, and Physician Network whether they are clocked in, off duty or attending on-campus classes, should adhere to the dress and appearance policy while on facility premises. This includes students, allied health professionals, physicians and contractors.

Policy

HH Health System'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. Employees 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:

- **Personal hygiene** is very important. Showering and the use of anti-perspirant 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 take measures to eliminate smoke odor from clothing, skin, and breath while at work.
- **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 the 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 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 in the ear lobe, noticeable nose piercing and any other piercing that may be deemed as distracting.
- **Pins** are permitted if they are hospital issued, issued by academic institutions, or approved by Human Resources. Employees may wear up to two pins on their lapel or through the slot at the top of their badge.
- **Tattoos** must be covered as much as possible. Extreme body altering and branding must not be visible.
- **Uniforms** - Employees who wear scrubs or uniforms may only wear solid bottoms with a coordinated top (solid or print). Non-clinical departments may choose uniform standards or professional dress.
*Madison Hospital employees must adhere to the Madison Hospital Dress Code policy.
- **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. Sweatshirts with hospital/dept logo are permitted. Shirts or sweatshirts with a hood are allowed with supervisor approval but may not be worn outside of the department. 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, bike shorts, sweat pants, jogging pants, and skorts are not permitted. Leggings worn under a skirt is acceptable provided the skirt is an appropriate length (see dress and skirt below). Pants must fit, look professional, and extend to mid calf. 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. Denim material in colors other than blue is acceptable for pants. Denim material must not be excessively faded.

- **Shorts**, if approved by your department, should be no shorter than three inches above the top of the knee. 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. Indigo or blue jean dresses and skirts are acceptable as long as they are not extensively faded.
- **Shoes** must be worn at all times and should be clean and in good condition. They should match or complement your uniform or outfit. Employees conducting business in an area that treats, touches, or interacts with patients should wear close-toed shoes. Open-toed shoes are acceptable in non-clinical areas. Employees going to the Employee Pharmacy or Employee Health for personal reasons may wear shoes appropriate for their work area. Five finger shoes, flip-flops or slide sandals are not permitted in any area. A flip flop is defined as a sandal made of any material with a strap between the toes that has no back. A slide sandal has a strap(s) that does not exceed beyond the ball of the foot, with an open toe and no back or ankle strap (no flip flop noise). If your department has safety restrictions you must follow those guidelines.
- **Shoe covers and booties** cannot be worn outside of your department or unit.

Clinical Leaders

Clinical Leaders in the organization are expected to adhere to the dress code for clinical areas, to include wearing closed toe shoes when in a clinical area. Clinical leaders can wear scrubs if that is their preference.

Medical Restrictions

Requests for an exception to this policy for medical reasons must be presented to the Employee Health Office and Human Resources with supporting medical documentation. Employee Health will retain a copy of the request and medical information. A copy of any approved exception will be sent to the employee's manager.

Religious or Cultural Accommodation

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 hospital 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 and Madison Hospital employees must abide by the Madison Hospital Dress Code Policy. All department policies must be approved by Human Resources.

All employees are responsible for obtaining a copy of their department policy and adhering to its contents.