



ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Subject: Dress & Grooming Policy Origination Date: 2/1990

Department: Human Resources Index No.: 300.02 Page 1 of 3

Authorized Signature: _____

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PURPOSE: A guideline to Professional Appearance at Florida Hospital DeLand (FHD).

GENERAL STATEMENT: FHD employees are an important part of the hospital’s public image. Courteous, friendly and efficient staff members contribute greatly to the impression made in daily contact with patients, visitors and fellow employees. Proper dress, personal grooming and overall appearance adds much to the positive, which the public has of our hospital.

For these reasons, FHD requires all employees follow the dress code program and the dress code guidelines for the department they work in. Departmental guidelines may be more restrictive for safety and/or health purposes. An employee who fails to follow this standard should expect to be requested by his or her respective supervisor to correct any inconsistencies. It is the responsibility of department directors to counsel with employees whose appearance is not satisfactory.

PROCEDURE (GUIDELINE):

1. I.D. Badges are to be worn at all times when on the premises. They must be worn on the upper left area of the torso, picture/name-facing outward for identification. No pictures, stickers, etc. to be placed on the name badge.
2. All clothing must be clean, neatly pressed, in good repair, and fit properly. Clothing should not be tight, baggy, or revealing. Skirt hems should be reasonable – no more than 3 inches above the knee top.
 - Undergarments should be worn and shall not be noticeable through clothing.
 - Scrub uniforms may be worn in patient care areas and must conform to a specific departmental policy that may specify color and has been approved by Department Director and Administration. Scrub pants must be solid color. Extreme colors such as neon are not permitted.
 - Revealing garments are not permissible such as: high-slit skirts/dresses, tube or midriff tops, low cut blouses, sheer blouses, halter tops, open weave

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sweaters. Tight-fitting garments, sleeveless attire without a jacket and evening attire are not permitted.

3. Personal contact is an important element of your job. Particular attention shall be given to proper personal hygiene. Bathing, the use of deodorants, mouthwash and other commonly accepted personal hygiene habits should be observed. Perfume cologne/lotions and aftershave to be used sparingly. Many individuals suffer allergic (some life – threatening) reactions to those odors. Use may be prohibited in some patient areas.
4. Hair should be kept clean and neat. No extreme hairstyles (shaved areas, spiked, etc.) No unnatural colors. Hair below shoulder length shall conform to Departmental policy, i.e. hairnets, secured back, etc.
5. Hats worn within the building are not permissible, with the exception of professional, religious, or medical reasons.
6. Unless authorized for specific promotional event for the Hospital, no collarless t-shirts; shorts or capri length slacks; no recreational clothing; no leggings; no blue jeans or denim apparel of any kind are to be worn at work or when serving as a representative of the Hospital.
 - Unless announced differently, **Friday** is the designated day to wear the FHD blue polo style shift and khaki pants. Khaki pants should be of “Khaki” color. Jeans of any color are not permitted.
7. Winter wear – Lab coat, long-sleeve uniforms tops, sweaters/blazers appropriate to your professional wear. (No outdoor garments, i.e. jackets/coats unless outside of building.)
8. Shoes and hosiery are to be worn at all times. Acceptable shoes and hosiery:
 - Clean and polished shoes are required.
 - Business type, conservative in style and color.
 - Closed toe
 - Heel Straps
 - Heels no higher than two and one half inches in height
 - Clogs in clinical areas
 - Athletic/nursing shoes may be worn as specified by departmental dress code.
 - Shoes should be soft-soled and heeled to diminish the noise in patient care areas.
 - Acceptable hosiery colors are beige, taupe, white/ivory, navy blue, black, gray, or natural.

9. Tattoos must be covered whenever possible. No additional visible tattoos allowed.

10. Human Resources and Administration will be responsible for approving all pins distributed by any Department or Committee in the Hospital. Buttons or pins of a political, comic or advertising nature are not to be worn. Pins are limited to two in total number on the badge extender. Pins may be displayed on either side of the mission statement and should not cover the wording. Approved pins include: service award, praying hands, professionally associated pins, SHARE and Caught in the Spotlight. Pins for special hospital events will be approved for a length of time covering the event, i.e. red dress pin for American Heart Association fund raiser.

11. Body Piercing – No visible jewelry with the exception of earrings

II. FEMALES

1. Make-up should be worn in moderation in keeping with professional image.
2. Jewelry, appropriate to work setting and professional appearance, is permissible as follows: Two earrings per earlobe, two ring per hand, one necklace, one watch and one bracelet per arm, one decorative pin to compliment wearing apparel. Caution should be taken with any jewelry to ensure patient and employee safety.
3. Fingernails shall be neat, clean, and trimmed to a conservative length that will not interfere with performance of duties or create a safety hazard. Nail polish shall be conservative – no black, neon, or fluorescent colors, and no nail art jewelry, designs or decorations, etc. Please refer to Infection Control Policy H-03 for further detail on hand hygiene.

III. Males

1. One earring per earlobe is permissible.

IV. Disciplinary Action

Directors and Managers shall be accountable to ensure that professional appearance is maintained. Anyone who observes an employee who does not meet the dress code should contact the employee's Director or Manager. Employees whose appearance is not in keeping with the professional guidelines established may be sent home to change. Time away will be without pay. The employee shall return to work within a two- (2) hour timeframe or be subjected to further disciplinary action.

Human Resources will assist Department Directors and Managers in the application and interpretation of the provisions of this policy.