I. Policy

Dress, grooming, and personal cleanliness standards enhance the professional image of staff members as well as NHSC and inspire confidence in ability from patients and visitors.

II. Purpose

To establish procedure for personal appearance.

III. Responsibility

Employee
Supervisor/Manager
Human Resources

IV. Equipment

N/A

V. Procedure
A. During business hours, all staff members; employees, contract staff, volunteers and licensed independent practitioners, are expected to present a clean and neat appearance, not offend others with odor including excessive perfume or aftershave, and to dress according to the requirements of their positions and within departmental guidelines. Inappropriate attire will be decided on a case by case basis and employees will be notified by their supervisor if they wear something that is considered inappropriate.

B. Photo ID badges are to be worn on the shirt pocket or collar area with name and picture visible at all times while at work. Name badges may be worn on lanyards provided the lanyard has a break-away feature.

C. The following requirements apply to all NHSC employees during regular day-to-day operations as follows:

1. In all cases departmental dress policies will take precedence over the Personal Appearance policy. However, departmental dress policies may be more restrictive but in no case more lenient than the hospital personal appearance policy.

2. Piercing jewelry such as nose rings or studs, eyebrow rings, tongue rings, lip rings, and/or body rings, etc. which are visible may not be worn by any employee while working. Earrings are permissible.

3. No visible tattoos. Tattoos are to be covered and not visible while on duty.

4. No shorts allowed.

5. No denim jeans allowed except on announced days.

6. No sweatpants, sweatshirts, extremely baggy slacks, spandex or other form fitting pants.

7. T-shirts which promote events that NHSC sponsors (March of Dimes, Relay for Life, etc.) will be allowed only on designated days.

8. No tank tops, halter tops, shirts with large lettering, any tops with bare shoulder unless worn with a jacket to cover.

9. No miniskirts or spaghetti strap dresses.
10. Staff who participate in patient care in any area will wear only closed-toe shoes. Examples of shoes that do not meet this requirement are "crocs" that contain holes and sandals with open toes.

11. No slippers or flip-flops, including any thong-type sandals or any shoe with a strap between the toes.

12. No hats unless worn as part of a uniform.

13. Scrubs, pants or slacks worn on duty will be short enough that they do not touch the floor when standing or walking.

D. Supervisors and managers are responsible for ensuring that their departmental dress codes as well as the above requirements are adhered to by their employees. Supervisors and managers who have questions regarding compliance with this policy should discuss them with their senior manager and/or the Director of Human Resources.

E. Employees attending classes on paid time are expected to adhere to this policy. Employees that are allowed to attend class out of the usual departmental dress policy are expected to adhere to the Business Casual guidelines.

F. Departmental dress policy may allow NHSC staff members who wear scrubs to wear a NHSC logo t-shirt and/or a NHSC logo sweatshirt as a top with scrub bottoms as part of their uniform.

G. Business Casual Dress on Fridays

1. Listed below is a general overview of acceptable business casual wear. See above for unacceptable items. Obviously neither list is all inclusive, a good rule of thumb is if you are not sure if something is acceptable, choose something else or inquire first with your manager.
   a) Shirts –Business casual shirts with collars, golf shirts with or without logo, and sweaters are acceptable.
   b) Dresses & Skirts –Business casual dresses and skirts, jean skirts, mid-length split skirts are acceptable.
   c) Footwear –Loafers, boots, flats, athletic shoes, sneakers and leather deck shoes are acceptable.
d) When departmental dress code permits, all staff members are allowed to wear a NHSC logo t-shirt/sweatshirt on Friday.

2. Uniforms provided by NHSC are to be worn on all days including Business Casual Dress on Fridays.

H. Disciplinary Action

Inappropriate attire and/or non-compliance with the Personal Appearance Policy may result in the employee being excused from work without pay. The employee may return to work if properly attired and in compliance. Repeated violations will be dealt with by disciplinary action, up to and including termination of employment.