

RESPONSIBLE DEPARTMENT: Human Resources	POLICY DESCRIPTION: Personal Appearance
PAGE: 1 of 4	REPLACES POLICY DATED: 09/01/2003
APPROVED: 3/17/2015	RETIRED:
EFFECTIVE DATE: 4/1/2015	REFERENCE NUMBER: HR.040

SCOPE:

This policy applies to UP Health System – Portage and its affiliates with employees who provide services in the Hospital’s primary and secondary service area (the “Company”). References to Facility or Facilities throughout the policy are meant to include the Hospital and/or its affiliates with employees providing services in Portage’s primary and secondary service area.

The following policies and procedures enumerated below shall apply to UP Health System – Portage employees unless such policies and procedures are specified differently in a Labor Contract to which UP Health System – Portage is a signatory. In such cases the terms of the Contract shall govern.

PURPOSE:

To maintain a clean, neat and professional appearance to the public. Personal appearance and hygiene reflect not only individual attitudes but the professional image of UP Health System – Portage. Portage is a place of business and employees must convey an image of quality and care to patients, families, visitors and fellow employees.

POLICY:

- I. Employees are expected during all work time to present a professional, business-like image. Favorable personal appearance is an ongoing requirement of employment with the Hospital.
- II. This policy should help to set the general parameters for proper items to wear and allow you to make intelligent judgments about items that are not specifically addressed. If you are unsure if something is acceptable, choose something else or inquire first with your supervisor. All clothing should be clean and wrinkle-free. Clothing should be made of fabric that is suitable for the work position and general workplace.
- III. The personal appearance of all employees is to be governed by the following standards:
 1. General Standards
 - i. All employees are to be positive role models for good personal hygiene.
 - ii. All clothing worn while on duty will be well fitting, clean, wrinkle free and in good repair.
 2. Identification Badges
Identification badges are to be worn by all employees while on duty.

All references to “UP Health System – Portage”, “Portage”, the “Facility” or the “Company” used in this policy refer to one or all of UP Health System – Portage and/or its affiliates with employees who provide services in Portage’s primary and secondary service area.

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3. Uniforms

Uniforms/scrubs as described by department policy are acceptable. Non-denim scrub pants in any color are acceptable. Non-denim scrub tops, either short or long sleeved, print or solid are acceptable. Non-logo t-shirts or turtlenecks under scrub tops/jumpers are acceptable. Lab coats, scrub jackets, and cardigan sweaters over scrubs are acceptable. Scrubs should be loose fitting enough to enable the usual bending and stooping associated with office work. Inappropriate items include active or casual wear, such as sweatshirts, hoodies, and stretch pants.

4. Acceptable Business Casual Attire

- i. Slacks are acceptable. Dress pants, capris, and skirts/dresses/dress skorts no shorter than 3 inches above the knee are all acceptable. Inappropriate items include blue jeans, sweat pants, shorts, bib overalls, leggings, other tight, form-fitting pants, or spandex. Leggings or other form-fitting pants are only appropriate if worn with an opaque (not sheer) long tunic or dress that is no shorter than 3 inches above the knee.
- ii. Dress shirts, blouses, sweaters with collared shirts, turtlenecks, blazers and sport coats are all acceptable. Inappropriate items include flannel shirts, tank tops and sweatshirts.

5. Footwear

Shoes must be clean and in good condition. Loafers, boots, flats, dress sandals, open-toed shoes, and clogs are acceptable for non-clinical staff. Appropriate hosiery or socks shall be worn at all times except in the summer months (May, June, July, August, and September) when not wearing stockings is acceptable if it is appropriate for the rest of the outfit. Tennis shoes, clogs or crocs may be appropriate for clinical staff or as set by department guidelines. Open-toed shoes or sandals are not appropriate for clinical staff.

6. Undergarments

Undergarments (bras and underpants) should not be visible through clothing. Any fabric providing visibility requires a camisole or slip. Midriffs should be covered at all times.

7. Cosmetics

Cosmetics should be worn in moderation. Perfumes, after-shave lotions, and colognes shall not be worn by employees who routinely interact with patients. Employees not routinely involved in patient care may wear perfumes, cologne, or after-shave in moderation. Sensitivity among co-workers must be respected.

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8. Jewelry
Jewelry should be worn in moderation unless departmental policy prohibits its use in its entirety. Jewelry should not interfere with the performance of an employee's job functions. Employees are not permitted to wear any visible pierced jewelry, other than in the ears or nose.

9. Hair and Facial Hair
For those employees in direct patient care areas, hair that is shoulder length or longer is to be pulled or styled back away from the face off the shoulders, clean, and neatly combed. Those employees not in patient care areas are to keep hair clean and neatly combed. Baseball caps, painter caps, bandanas, etc., are not allowed unless required by the job. Beards and mustaches may be worn providing they are clean, neat, and appropriately trimmed.

10. Tattoos
Body art and tattoos that are offensive in nature (slang or sexual in nature for example) must be covered by clothing.

11. Fingernails
Personnel coming into contact with patients and food will keep fingernails and hands clean and manicured. Nails must always be clean. Nail length must not, in the opinion of the manager, interfere with their job performance and the safety of the patient; however, nail length shall not be longer than ½ inch. Artificial nails and extenders must meet above guidelines and will not be worn by anyone providing direct patient care.

12. Blue Jean Fridays
With department approval, staff may wear jeans on Fridays with the purchase of a Blue Jean Friday pass. Jeans must be in good condition with no frays, tears or holes. Appearance must still be professional.

13. Food Service Personnel
Personnel working in food service areas will wear hair restraints and gloves. The hair restraints such as hats, hair nets, and beard restraints are designed and worn to effectively keep hair from contacting food and equipment.

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14. Food Consumption and Chewing Gum

Chewing gum or eating food is not permitted when dealing with the public/patients. Food is permitted within departments as long as it is within the confines of break rooms, except for meetings, and then must be out of public areas.

IV. On-call personnel are exempt from the provisions of this policy.

V. Portage will furnish and launder all scrub uniforms and “cover ups” for Anesthesia and the Operating Room. Housekeeping will wear cover gowns in all units required by department policy.

VI. Established departmental policies and procedures that conflict with this policy for patient care and/or safety reasons shall take precedence over this policy.

VII. OSHA requirements will supersede any of the Personal Appearance requirements if contraindications are identified.

VIII. Any violation of the Personal Appearance policy will result in the employee being sent home to change into acceptable attire if business needs allow. During this absence, PTO will be used, if available.

Nothing in this policy is intended to restrict whatever rights you may have under Federal, State or local laws.

REFERENCES:

HR.040 – Personal Appearance Policy