

## Dress Code Policy and Procedure

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Business Unit:	Human Resources	Original Effective Date:	12/1/2006
Approval Group:	Human Resources	Document Owner(s):	

### PURPOSE

This policy and procedure defines the District's expectations regarding the appropriate professional attire and appearance of employees while at work. Employees should note that their appearance matters when representing our company in front of patients, customers, clients, colleagues, visitors or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture.

### SCOPE

This policy and procedure applies to all Health Care District (HCD) employees. If you are an employee who works in one of HCD's program areas that may require uniform and/or specific attire consideration – please refer to that program area's policy for additional reference.

### POLICY

The Health Care District of Palm Beach's dress code policy and procedure should be used to help employees present themselves in a professional way to patients, customers, clients, colleagues, visitors or other parties. Our appearance reflects ourselves and HCD. The goal of this policy is to maintain a professional appearance while not offending individuals we may encounter. As representatives of this company, employees must adhere to the dress code policy and procedure

### PROCEDURE

This procedure describes the dress code minimum standards that all employees must follow. The District reserves the right to determine the appropriateness of any employee's appearance and attire at any time. No dress code can cover all contingencies — exercise good judgment when deciding what to wear.

The District follows a business casual attire and requires that all employees present a professional image at all times. The following are general guidelines that all employees must follow. In addition to the business casual dress code, each program area may have additional dress code requirements that could apply differently accordingly to the role of the employee. This procedure is a guideline and may not represent an all-inclusive list.

Additional items will be monitored and addressed at the sole discretion of management.

#### Personal Hygiene and Grooming

- Perfume, cologne and after-shave should be subtle and not overpowering or offensive to others.

- Hair should be clean and neatly styled. Hair must be worn in such a fashion that does not interfere with job performance and/or patient care. Mustaches and beards must be clean and neatly groomed. Kitchen staff must wear beard covering.
- Fingernails should be kept neat, clean, at an appropriate length; and do not have the potential to inhibit, impede on, or interfere in with patient care, food preparation, or job performance.

### **Clothing**

- Tops must not be tight-fitting or low cut and may not reveal the stomach, back, or have plunging necklines. No tank tops, spaghetti straps, or off-the-shoulder shirts may be worn.
- Jackets or shirts with slogans or emblems of retail stores or hospitals are not permitted on any attire unless it is a District issued garment.
- Pants must not be tight-fitting or low cut and should be of appropriate ankle length. Jeans, overalls, sweatshirts/pants, jogging suits, leggings, yoga or similarly snug-fitting pants are not permitted. Jeans are only allowed on designated Dress-Down days.
- Skirts, dresses, or skirts that split at or below the knee are acceptable. Dress and skirt should be at a length at which you can sit comfortably in public.
- Sheer or visibly shown undergarments may not be worn.
- Employees who are required to wear uniforms, will be provided with a set number of garments, and directed to purchase additional pieces with a designated HCD vendor. Employees are responsible for excessive wear and tear.

### **Shoes**

- Shoes must be professional in appearance, clean and in good condition.
- For safety reasons, open toes, or backless shoes may not be worn in some designated areas. For such designated areas, shoes must not have holes and must provide coverage of the entire foot. Tennis shoes and walking shoes are acceptable when working with patients or food preparations.

### **Jewelry/Body Piercing/Tattoos**

Jewelry, body piercings and tattoos must not have a negative impact in the workplace, nor should they impact with job performance and/or patient care. HCD reserves the right to ask any employee to cover or remove, as applicable, anything that is not in alignment with the organization's values.

- Jewelry and Piercings should be kept to a minimum and not inhibit or interfere with work performance. Large hoop earrings are not allowed.
- Visible tattoos with the potential to be perceived by anyone as distracting, derogatory, offensive or controversial must be covered at all times.

### **Identification Badges**

- Security Department will provide identification badges to all new hires during orientation or on their first day of work.

- All District employees are required to wear the identification badge from the point of receipt and while at job sites or representing the organization in business-related activities. The badge must be visible to the public and with the picture facing forward at all times.
- District issued pins or buttons can be worn on the collar or lapel. No District issued buttons/pins/stickers of any kind are permitted on the ID Badge.
- Use of lanyards for clinical staff is prohibited due to potential safety hazards.
- If an employee loses their badge, they may obtain a replacement from our Security department.

### **Special Circumstances / Dress-Down days**

Special circumstances may occur which warrant exceptions to this policy (i.e., moving office locations, major cleaning or reorganizing of work areas, community outings, or other designated occasions). These designated days will allow our employees to work more comfortably in the workplace, but they are still required to project a professional image for our customers, potential employees, patients, community, and visitors in general.

The District may authorize designated dress-down days, or established day(s) periods in which employees may wear jeans, polo shirts, and other business casual attire.

Specific attire that is unacceptable for dress-Down days includes: torn or stained clothing, flip-flops or excessively revealing clothing such as shorts, halter tops, or see-through clothing.

Jeans must be clean and free from rips and holes. All pants must be worn at the waist, and no underclothing may be visible.

Business reasons may require employees to wear formal business attire on a casual day. Employees should consider their level of customer/patient contact and the types of meetings they are attending when determining the appropriate attire.

Employees assigned to work at specific business units will be required to comply with additional dress code standards.

### **HEALEY CENTER DRESS CODE**

Healey Center employees are expected to adhere to the below dress requirements, pertaining to their respective business units:

1. Administration (Admissions/Finance/Social Services) – No uniform, professional dress according to generic dress code requirements.  
Activities – Healey logo polo
2. Central Supply – Healey logo collared shirt with work pants
3. Certified Nursing Assistants – Teal Scrubs

4. Dietary – White Shirt, black work pants or scrubs
5. Drivers – Healey logo button down collared shirt with dark blue work pants
6. Facilities – Black polo's with Healey logo, work pants
7. Housekeeping/Laundry (Environmental Services) – burgundy scrubs; collared button-down shirt with Healey logo and Blue work pants
8. Nurse Practitioners – White Lab/coats
9. Nurses – Light Blue Scrubs
10. Receptionist – Healey logo button down collared shirts
11. Therapy – Blue Scrubs

#### **Additional Healey Dress Code Standards**

Employees with direct patient contact must comply with Infection Control guidelines to prevent the spread of germs and infections

1. Employees in direct contact with food as part of their daily duties will not wear fingernail polish or artificial fingernails when working with exposed food or unwrapped utensils unless wearing intact gloves in good repair, as per the Health Care Department.
2. Hairnets or head coverings are required in certain areas.

#### **BRUMBACK PRIMARY CARE CLINIC DRESS CODE**

The following describes the dress code minimum standards that all clinic employees must follow, according to their role.

##### **Definition**

**Non-Clinical/Support Team Members:** Team members who do not perform or assist in the performance of patient's clinical services. Registration Specialist, Counselors, etc.

**Clinical Team Members:** Team members in direct contact with patients who assist in the performance of patient's clinical services. Medical and Dental assistants, etc.

**Other Clinical Team Members:** Team members in direct contact with patients who are allowed by law, regulation, and facility policy to provide specific clinical services. Physicians, Mental Health, Social Workers.

#### **Clothing**

Team-members working in the clinics are required to wear clinic approved designated attire.

1. **Non-clinical team-members** (Registration Specialist/Certified Application Counselor/Patient Financial Counselor): Uniforms are required as listed below: Designated clinic colors are as follows: light blue top with C. L. Brumback Primary Care Clinics embroidered logo and black, navy, or khaki dress pants.
2. **Clinical Team-members:** Uniforms are required as listed below: Designated uniforms will be provided in appropriate clinic colors (royal blue for dental or navy scrubs for medical).
3. **Mental Health Staff** (Licensed Clinical Social Worker/Licensed Mental Health Counselor): Professional business attire.
4. **Providers:** Professional business attire or designated uniform. Lab coat will be provided.
5. **Administrative** (Practice Managers/Referral Clerks/Coordinators): Professional business attire.

#### **Additional Brumback Primary Care Standards**

Brumback Primary Care Clinics employees, including employees providing temporary coverage, are expected to adhere to the below dress requirements and infection control guidelines.

1. Hairnets or head coverings are required in certain areas.
2. All footwear must be closed-toed with a back, regardless of the employee's responsibilities. Shoes must have no holes and provide coverage of the entire foot. Tennis and athletic shoes cannot include mesh material for clinical team members.
3. The clinic management will determine the appropriate dress code on designated dress-down days.
4. Using the ID Badge at all times in this business unit is a Florida Board of Pharmacy requirement. ID badge will be prominently visible to the public and worn above the waist. Failure to comply could result in disciplinary action and/or fines from the Board.
5. No winter jackets, hoodies, or similarly oversized clothing. Only jackets or cardigans provided by employer are to be worn.
6. Hair should be cleaned, combed, and neatly trimmed or arranged and styled with conservative hair decorations. Hair should be worn in such a fashion that is restrained from the face, so as not to interfere with administration of patient care or job responsibilities. This includes keeping bangs from inhibiting the employee's ability to see. Mustaches and beards must be cleaned, neatly groomed and closely trimmed. An unshaven appearance is unacceptable. False eyelashes cannot interfere with the use of personal protective equipment and should be professional in appearance.
7. Nail jewelry or embellishments of any kind are not allowed.
8. Chewing gum is not permitted by any employee unless mandated for medical necessity (e.g. gum for nicotine withdrawal or halitosis).
9. Minimal jewelry should be worn and should not interfere with administration of patient care or job responsibilities.

10. Shoes must be worn at all times for safety and sanitary reasons. Comfortable shoes such as oxfords, walking shoes, dress flats or moderately heeled shoes of not more than 3 inches may be worn. Shoes must be professional in appearance, clean and good condition at all times.
11. All footwear must be closed-toed with a back, regardless of the wearer's responsibilities. Shoes must provide coverage of the entire foot (no holes). Shoes must be non-absorbent and wipeable.
12. Employees who fail to follow the above guidelines may be sent home and directed to return to work in proper form. Under such circumstances, non-exempt team-members will not be compensated for the time away from work.
13. Employees, who are required to wear uniforms, are responsible for excessive wear and tear and purchasing their garments. For uniform maintenance, employees will be directed to a specified vendor in order to purchase additional sets.

### **AEROMEDICAL**

Employees in Aeromedical must adhere to the below dress requirements, pertaining to their respective department.

#### **Flight Crew Members:**

1. Flame-retardant issued flight suit with approved patches
2. Boots or sturdy footwear
3. Appropriate outerwear pertinent to survival in the environment
4. High-visibility reflective vest or appropriate Department of Transportation (DOT) approved clothing in accordance with ANSI-ISEA 107 standard or equivalent national standards when applicable
5. Appropriate Personal Protective Equipment (PPE) as described in Aeromedical Program Standard Operating Procedure AMPSOP-001 for Infection Control

#### **Maintenance and Facility Personnel:**

1. Black shorts or long pants
2. Approved Tee or Polo Shirt with HCD/Trauma Hawk logo
3. Appropriate slip resistant shoes
4. Appropriate outerwear for environmental conditions

Employees other than Maintenance and Facility will follow the guidelines in the HCD Dress Code policy procedure.

### **SCHOOL HEALTH PROGRAM**

Employees in the school Health Program must adhere to the below dress requirements, pertaining to their respective department.

### **Clothing**

1. We permit our nurses to wear uniform scrubs provided they are not those that are gathered at the ankle (typically called “OR” scrubs) and are not tight fitting.
2. All footwear must be closed-toed with a back, regardless of the employee’s responsibilities. Shoes must have no holes and provide coverage of the entire foot
3. Dress-Down guidelines are allowed during designated education days, that otherwise will not be appropriate during regular school sessions.
4. School nurses can wear school approved tee shirts with their scrub pants or slacks.

### **LAKESIDE MEDICAL CENTER**

Employees at the Lakeside Medical Center must adhere to the below dress requirements, pertaining to their respective department.

#### **Scrub Colors by Department:**

1. Radiology- Hunter Green
2. Nurses- Navy Blue
3. CNAs- Purple
4. Lab Tech Med- Caribbean Blue
5. Lab Phlebotomist- Teal/Turquoise
6. Physical Therapy- Burgundy
7. Respiratory- Royal Blue
8. Pharmacy Tech- Pewter Grey
9. Plan Operations- Must report to work in uniform, which is at button down gray shirt and blue or khaki pants or cargo pants.
10. Environmental Services- Must report to work in uniform, which are blue plants and blue shirts. Shirts must be tucked into trousers and trouser belts worn.

Surgical staff please refer to the LMC “Surgical Attire Policy and Procedure”

### **Additional Lakeside Dress Code Standards**

1. Employees with direct patient contact must comply with Infection Control guidelines to prevent the spread of germs and infections
2. Employees in direct contact with food as part of their daily duties will not wear fingernail polish or artificial fingernails when working with exposed food or unwrapped utensils unless wearing intact gloves in good repair, as per the Health Care Department.
3. Hairnets or head coverings are required in certain areas.
4. Socks and closed toe shoes will be worn by all technical personnel with patient contact.
5. I.D. badge will be worn and above torso mid-line at all time.

## **RESPONSIBILITY**

### **Employees Responsibilities:**

1. Represent the District in a professional way by presenting self in proper attire at all times during work.
2. Adhere to the established guidelines for proper hygiene, grooming, and attire.
3. If the dress code policy contravenes the prescriptions of your faith or that it is offensive to you in any way, please contact human resources.

### **Department Directors/Managers/Supervisors Responsibilities:**

1. Monitor adherence to the established guidelines.
2. Address any violations of the dress code consistently with all staff. An employee may be sent home and directed to return to work in adherence to this policy if a violation occurs. Under such circumstances, employees classified as non-exempt will not be compensated for time away from work.
3. Continued failure to comply with this policy may result in corrective action, up to and including termination of employment.

### **Human Resources Responsibilities:**

1. Assist managers and employees with the interpretation of the policy and procedure.

## **EXCEPTIONS**

N/A



**RELATED DOCUMENTS**

Related Policy Document(s)	
Related Forms	
Reference(s)	
Last Revision	
Revision Information/Changes	
Next Review Date	

**APPROVALS**

Reviewer approval	Christina Schiller;
Reviewer approval date	2/22/2022
Final approver	Darcy Davis;
Final approval date	5/4/2022

This policy is only intended to serve as a general guideline to assist staff in the delivery of patient care; it does not create standard(s) of care or standard(s) of practice. The final decision(s) as to patient management shall be based on the professional judgement of the health care providers(s) involved with the patient, taking into account the circumstances at that time. Any references are to sources, some parts of which were reviewed in connection with formulation of the policy/procedure. The references are not adopted in whole or in part by the hospital(s) or clinic(s) / provider(s).

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