



POLICY: Dress and Uniform Expectations

<i>Original Implementation Date:</i>	10/2016	<i>Date Reviewed/ Revised:</i>	3/25/20	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	4
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PURPOSE:

1. To provide dress and grooming standards appropriate to the work environment.
2. To enhance the Sun Health brand by establishing consistent guidelines for the personal/professional appearance of team members.
3. To communicate to ALL team members that personal appearance and appropriate dress are regarded as important aspects of his or her overall effectiveness.

POLICY:

General Policy Statements

1. All Sun Health team members represent the organization through their appearance and actions. It is the responsibility of each team member to be neat, clean and appropriately attired in the workplace.
2. It is the responsibility of management to ensure that their team members present a professional appearance that reflects Sun Health’s Behaviors (6 Cs).
3. Department and certain job classifications may have more specific dress code or uniform requirements for legitimate safety, regulatory and public contact reasons.
4. Those working in areas with no designated uniform must dress in a professional manner appropriate for their work area.
5. Team members who wear business attire should comply with the same high standards as those who wear uniforms.
 - Clothing should be neat and clean, and appropriate to the work assignment.
 - Articles of clothing with Sun Health’s logo are permitted; clothing that advertises or denotes logos from other communities, foundations, or competitor organizations are not permitted.
 - Business attire may be worn by team members in designated work units, subject to approval by the unit manager.
6. The Sun Health issued ID badge must be worn on the upper part of the body at all times while on the campus.
 - For safety concerns, the use of lanyards in resident care is prohibited.
 - The face of the ID badge must remain visible for identification and safety reasons and must not be defaced with stickers, ribbons, or pins so that the face or identifying words are covered.
7. If a team member reports to work improperly dressed or groomed, his/her supervisor may instruct the team member to return home to make appropriate changes.
 - Time away to correct their dress/grooming is not considered worked time and may result in counseling or further corrective action in accordance with progressive discipline.
8. This policy may be suspended on a campus or departmental basis for special events with the approval of the Executive Director, Vice President, or Executive Leadership Team.
9. Exceptions to this policy may be made based on a team member's religious beliefs, disability, medical condition, or other compelling reason requiring an exception. If an exception is requested, the community HR representative will evaluate. Unless required by law, the community HR representative shall have no obligation to grant an exception to this policy.

Definitions

Medical Clogs: Refers to shoes that are clogs with skid-proof bottoms, easily cleaned, and have a strap

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or safety lip in the back.

Personal Hygiene: Refers to cleanliness, including but not limited to: bathing/showering, no noticeable body odor, shaving, combing of hair and trimming/cleaning of fingernails.

Team Members: Refers to team members, volunteers, students, and contracted team members.

Direct Care Givers: Refers to team members who spend fifty percent (50%) or greater of their work time on direct resident, member or community member care responsibilities, regardless of job title.

Responsibilities include resident and member centered activities in the presence of the resident or member, as well as activities that occur away from the resident or member that are resident or patient related.

Examples:

- Medication administration
- Treatments
- Rounds
- Transfer or discharge activities
- Patient teaching
- Patient communication
- Coordination of resident or member care
- Documentation time
- Treatment planning

Uniforms

Team members are required to wear the designated uniforms for their areas.

Team members who wear scrubs must comply with Sun Health's appearance standards listed below.

- Scrubs must be kept neat, clean, free of holes, and are required to be changed when wet or soiled by blood and/or bodily fluid.
- If a team member's personal scrubs become soiled and need to be changed before the team member's shift is complete, team member should see manager.

Business Attire

Business attire must fit so that inappropriate exposure does not occur during normal work activities. The following are prohibited:

- Miniskirts
- Shorts
- Tank tops/spaghetti straps (unless a coat, sweater or jacket is worn over them as the outer garment)
- Spandex
- Midriff shirts
- Low slacks
- Yoga pants
- Leggings, unless worn with long blouse, jacket or sweater that covers to the mid-thigh

Shoes

1. Shoes are to be worn at all times by all team members.
2. Shoes must be clean, in good repair, and professional in appearance and appropriate for the work area.
3. All direct caregivers must wear close-toed shoes with a closed heel or heel strap.
 - Slippers, toe shoes, flip-flops are prohibited.
 - Departments may designate specific safety shoes.
 - Direct caregivers may wear medical clogs.
 - Direct caregivers may wear athletic shoes, as long as they are clean, and in good repair.
 - Indirect caregivers are permitted to wear open-toed or sling back shoes provided they are business professional in appearance.

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Body and Hair

1. Body and hair cleanliness is mandatory.
2. Body odor and bad breath which are offensive to others, or which may interfere with the health of a patient are not permitted. This includes heavily scented:
 - Colognes
 - Perfumes
 - Body lotions
 - Cigarette smoke odor
3. Tattoos must not convey a message that is contrary to Sun Health's ethical standards and must not pose a potential resident or employee relations issue.
 - Visible tattoos that are obscene, lewd, crude, or portray or represent nudity, vice or crime or contain profanity are strictly forbidden and must be covered.
 - Management reserves the right to ask team members to cover tattoo if questions arise to its meaning or interpretation.
4. Hair must be clean, combed and neatly trimmed or arranged to conform to the safety requirements of the specific work area.
 - Shaggy, disheveled hair is not permitted regardless of length.
 - Sideburns, moustaches, and beards must be neatly trimmed; a beard hood may be required in certain areas.
 - In keeping with the professionally appropriate attire, eccentric styles of hair and/or unnatural hair colors (yellow, green, pink, purple, blue etc.) are not permitted.
5. Jewelry should not interfere with work performance, the use of appropriate personal protective equipment, or present a safety hazard.
 - Direct caregivers or those in positions for which a safety hazard may exist, may not wear earrings which dangle more than one inch from the ear lobe. Direct caregivers must also remove facial piercings while at work.
 - Barbells or chains that stretch between holes and gauges larger than 6 (4.1 mm) are not permitted. Team members with gauges in safety sensitive positions or pose a potential customer relations issue must wear plugs.
 - Piercings determined to be an infection prevention issue or pose a potential customer relations issue must be removed or covered.
6. **Fingernails:** Long or artificial fingernails are prohibited for those direct caregivers providing direct patient care or those preparing products for patients.

Portable Music

1. Portable music devices or headsets, unless required to perform the job, are devices prohibited in Sun Health's Communities whenever directly interacting with residents or in resident's or member's homes or it presents a safety hazard.
2. Team members may use these devices during their breaks and meal period or with permission of their supervisor where health and safety is not an issue.
3. Team members permitted to stream music must follow the Acceptable Use Guidelines for the IT department for accessing company networks. Team members should stream music through their personal data plan wherever possible.

Headgear: Bandanas, hats, and caps are prohibited, except where required and/or necessary for completion of job activities or are allowed as part of the uniform standards for that department.

Meetings: Team members must wear clothing appropriate for the work setting when attending mandatory meetings, classes, and/or in-services for which they are being compensated to attend.