



ASPIRUS, INC.

Passion for excellence. Compassion for people.

FINAL

Policy ID: 10091 Replaces: 07-04-240 (9/15/05); 07-41-107 (6/1/07);
07-68-227 (11/21/06); 07-92-402 (6/15/02)
Effective Date: 11/20/07 Proposed By: Human Resources
Document Type: Policy/Procedure Responsible Dept: 084

Committee/Dept. Approval & Date: Aspirus-wide HRP 10/24/07; AVNA Senior Leadership 11/12/07; ACI Executive Team 11/20/07; WH HRP 11/15/07.

SUBJECT: DRESS CODE / PERSONAL HYGIENE POLICY

PURPOSE:

BECAUSE ASPIRUS IS IN THE BUSINESS OF SERVING CUSTOMERS, IT IS IMPORTANT TO MAINTAIN AN EXCELLENT PUBLIC IMAGE. EACH EMPLOYEE IS EXPECTED TO PRESENT A POSITIVE, BUSINESS-LIKE IMAGE THROUGH A NEAT AND CLEAN, PROFESSIONAL APPEARANCE. APPROPRIATE ATTIRE AND GOOD GROOMING HABITS WILL ASSIST THE COMPANY'S GOAL OF SAFE AND EFFICIENT OPERATIONS, PROVIDING GREATER SERVICE AND CUSTOMER RELATIONS, AND MAINTAINING AN EXCELLENT PUBLIC IMAGE.

AREAS AFFECTED:

All Employees
All Entities

REFERENCE:

Hand Hygiene Techniques, Policy ID 3702

POLICY:

All employees shall meet all applicable safety, sanitary, and infection control policies, and shall project a positive, professional image of Aspirus.

PROCEDURE:

This policy provides general dress and grooming guidelines for employees. Directors, managers and supervisors are responsible for applying and enforcing this policy within their areas of accountability. The director or manager will have the discretion to define the "category of dress" for employees based on their function. In applying the dress code guidelines, directors and supervisors must:

- I. Make reasonable accommodations for dress or grooming directly related to employee's religion, ethnicity, or disabilities. Employees should discuss any accommodation needs with their department director or a representative from Human Resources.
- II. Specify any additional or alternative requirements necessary for reasons of employee and/or patient/client safety or public health.

GENERAL ATTIRE

Following are guidelines for ALL EMPLOYEES:

- I. You are required to wear an identification badge at all times so our customers, clients, family members and visitors can identify you as an employee. ID badges need to be secured to clothing above the waist.

- II. Personal Hygiene – It is the right of patients to be cared for and served by staff who maintain high standards of personal hygiene and a related right of co-workers to expect a non-offensive and non-allergenic work environment. Employees should report at the beginning of each shift with, and maintain throughout their shift, clean clothing, being free of body odor or excessive perfume, cologne, aftershave, fragrance, or tobacco odor, and with a clean face, hands, and fingernails. Body piercing other than earrings, and visible tattoos are strongly discouraged and may be deemed inappropriate.
- III. Clothing should be clean and neat in appearance and free of holes, tears and stains.
- IV. Hair (including mustaches and beards) must be clean, neat and controlled. Hair should not interfere with patient contact, procedures or equipment.
- V. Jewelry - Earrings and necklaces are acceptable if they are short enough so as not to interfere with patient contact, procedures or equipment. Finger rings are also acceptable if they do not interfere with patient/client contact, procedures, or equipment.
- VI. Gum chewing is prohibited in any job assignment involving contact with patients, clients, customers or the public.
- VII. Cell phones may be carried for work related business with supervisory approval. Employees are allowed to carry personal beepers and cell phones as long as they are set to the vibrate mode. Walkmans and radios with headsets present an on the job safety risk and are not allowed.
- VIII. Shoes should be neat in appearance and must be worn with hosiery or socks. Employees that provide direct patient care must wear closed toed shoes. Shoe covers are required if heavy soilage is anticipated.
- IX. Fingernail Care – Artificial fingernails and extenders are prohibited for staff providing direct patient care. Chipped nail polish must be removed. Natural fingernails must be less than a quarter (1/4) inch in length. (Please note that because of differing regulatory requirements, these provisions do not apply to ACI).
- X. Attire for special occasions (e.g., holiday, hospital week, nursing home week, etc.) will be defined by the appropriate management staff.
- XI. Employees are not allowed to wear Aspirus supplied clinical attire off of the Aspirus facility property (e.g., scrubs).

THE FOLLOWING DEFINED CATEGORIES LIST APPROPRIATE/INAPPROPRIATE ATTIRE. THE LISTS ARE NOT INCLUSIVE. ALL QUESTIONS REGARDING ATTIRE SHOULD BE ADDRESSED TO THE APPROPRIATE MANAGEMENT STAFF, AS APPLICABLE.

PROFESSIONAL BUSINESS ATTIRE

Administrative and office employees are covered by this section and will dress in a manner suitable to the work they perform recognizing the goal of the company is to maintain a professional, business appearance and work environment. Employees who are covered by this section dress in professional business attire when presenting Aspirus to the general public. For example, meeting with customers, vendors, applicants, etc.

APPROPRIATE	INAPPROPRIATE
Dresses Suits and pant suits Dress stirrup pants (loose fitting) Dress slacks Cotton slacks Dress skirts Blouses/dress shirts T-Shirts/sleeveless shells (i.e., under a blazer) Blazers/sport coats Sweaters Tie/scarves Dress shoes Dress Capri pants	Denim jeans (any color) Leather pants Sweatpants Sweatshirts Sport/polo shirts Overalls Jersey shirts Leggings Work boots Halter/tank and crop tops Windsuits and windpants Form fitting clothes T-shirts (with beer/alcohol logos, vulgar or hostile pictures/language) Beach and athletic shoes Low cut blouses See through clothing Shorts/skorts of any kind Casual Capri pants Baseball caps Footwear without nylons/socks Tongs/Flip flops Any other type of dress deemed inappropriate by management

BUSINESS CASUAL/FUNCTIONAL ATTIRE

Employees who are covered by this section should dress in a manner suitable to the work they are performing, recognizing the goal of the company is to maintain a professional, business appearance and work environment. Departments will designate business casual/functional attire.

APPROPRIATE	INAPPROPRIATE
Sport shirt/polo shirt (knit/denim/oxford) Pants/Slacks (cotton, corduroy, wool or blends) Dresses Blazers/sport coats Denim dresses/skirts Pantsuits Sweaters Sweatshirts (without a hood, beer/alcohol logos, vulgar or hostile pictures/language) Blouses Dress shoes/boots Dress stirrup pants (loose fitting) Colored denim jeans (other than blue) Dress Capri pants	Denim blue jeans (appropriate for VNA only) Leather pants Sweatpants Overalls Jersey shirts Leggings Flannel shirts Halter/tank and crop tops Windsuits and windpants T-shirts (with beer/alcohol logos, vulgar or hostile pictures/language) Beach and athletic shoes Form fitting clothes Low cut blouses See through clothing Shorts/skorts of any kind (appropriate for VNA only) Casual Capri pants (appropriate for VNA only) Baseball caps Footwear without nylons/socks Tongs/Flip flops Any other type of dress deemed inappropriate by management

UNIFORMED ATTIRE

Employees who are covered by this section should wear a uniform that is clean and well tailored.

APPROPRIATE	INAPPROPRIATE
Medical uniform style top Medical uniform style pant Medical uniform style knee length skirt or longer Medical uniform style dress/jumpsuit Medical scrub top Medical scrub pant Medical scrub knee length skirt or longer Medical scrub dress/jumpsuit Lab coat T-Shirts/shells/turtlenecks under uniform Sweaters Walking style (leather or canvas) uniform shoes or clogs (clean in appearance) Uniforms as defined by department director	Leggings Stirrup pants Jersey shirts Tanks/halter or crop tops T-shirts (with beer/alcohol logos, vulgar or hostile pictures/language) Jeans of any color (appropriate for VNA only) Boots Form fitting clothes Low-cut blouses Sweatshirts and sweatpants Windsuits and windpants Overalls See through clothing Shorts/skorts/Capri pants (appropriate for VNA & ALK only) Flannel shirts Sleeveless tops Baseball caps Open toed shoes Footwear without nylons/socks Tongs/Flip flops Any other type of dress deemed inappropriate by management

POLICY ADMINISTRATION GUIDELINES

- I. All complaints alleging improper dress or offensive personal hygiene should be directed to the employee's director, manager, supervisor, team leader, or designee, as appropriate.
 - A. The appropriate management staff should then observe the employee. If in the opinion the management staff there is not an issue, the management staff should advise the individual who raised the issue that, in their opinion, the employee's dress is not inappropriate.
 - B. If the appropriate management staff feels there is a problem, then he/she will address the issue with the employee in private.
- II. The appropriate management staff, in conjunction with Human Resources, has the right and the responsibility for instructing employees in proper dress.
- III. If, because of physique, a certain type of apparel is inappropriate for a person, the appropriate management staff must bring this to the employee's attention. Employees who violate these guidelines and/or the guidelines established by the entity, department or clinic, as appropriate, are subject to disciplinary action and may be required to return home and change clothes.
- IV. These are the minimum requirements for the Aspirus Dress Code. The Vice President of Human Resources or Executive Director, as appropriate, must approve departmental policies developed in conjunction with these requirements.

AUTHOR(s):
Roger Lucas
Vice President of Human Resources
11/20/07
mjd/smg-p