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## Dress Code, HR530

### PURPOSE

To ensure that employees project a positive, professional image in conjunction with their specific job while also maintaining the safety of our patients.

### POLICY

1. Logan Health takes pride in providing high-quality patient care. A professional image instills customer confidence in our providers and our facilities. All employees are required to maintain high standards for a professional appearance. This policy is meant to provide general standards and is not all inclusive.
2. Specific dress or appearance issues that disrupt an employee's ability to provide a high level of service may result in more restrictive or unique standards on a case by case basis.
3. An employee who arrives at work in attire that does not fit the dress requirements of Logan Health may be sent home to change his/her clothing. Time away from work to change clothing is not paid time.

### PROCEDURE

1. Every employee is expected to use good judgment and to present a conservative, professional appearance. When in doubt, the employee should check with his/her supervisor.
2. Employees must wear their name badge in a visible location above the waist at all times while at work. The badge must be in good condition with the picture, name, job title, and department clearly readable. Badges must not be modified or defaced in any way. Name badges in which the employee's face and/or name is no longer readable must be replaced.
3. Grooming:

- A. Nails should be natural in color, clean and neatly trimmed no more than 1/4 inch past the fingertip and free of any polish for staff working in **direct patient care**, surgical departments, sterile processing, nutrition services and environmental services. Artificial nails of any type are not allowed for these areas as they harbor bacteria and are more likely to puncture gloves.
- B. Hair should be clean and groomed. Hair colors are to be limited to naturally occurring colors, i.e., blonde, brown, black and red. Long hair extending beyond the collar will be secured away from the face per department guidelines for those involved in direct patient care and nutrition services.
- C. Mustaches, beards, and/or sideburns should be clean, neat, and trimmed at all times.
- D. Employees are expected to practice good personal hygiene (ex. daily bathing, use of deodorant, brushing of teeth, etc.). Heavy perfumes, colognes, and/or scented body lotions are not permitted due to sensitivities and allergies of patients and coworkers.
- E. Visible tattoos are acceptable as long as they are appropriate for the customers we serve. The images or words must not convey violence, discrimination, profanity or sexually explicit content. Tattoos containing offensive images or words must be covered. Human Resources reserves the right to judge and restrict the appearance of visible tattoos.

4. Dress Guidelines:

- A. Clothing should be clean, neat, pressed and worn with appropriate undergarments. Undergarments should be concealed.
- B. Approved Logan Health logo wear is permitted as long as it is clean and in good condition. Sports team, university, and designer logos are generally acceptable if small and in good taste.
- C. Denim blue jeans are generally not considered acceptable unless otherwise specified by the individual department and/or a Logan Health theme day. On days considered acceptable to wear jeans, appearance should remain professional and appropriate to dress guidelines.
- D. Pant styles of capri and crop are acceptable but must extend to the knee or below and be of a professional nature.
- E. Leggings are permissible in some areas. The leggings must be of a thick material as to not show the skin beneath and not be of shiny material. They must be worn with a professional long top/tunic that covers the front and backside of the employee.
- F. Examples of inappropriate business attire which should be avoided are:
  1. Clothing that is suggestive, revealing in nature, not size-appropriate, or clings to the skin too tightly (i.e. tank tops, low cut tops or dresses, attire meant for physical fitness, stretch pants, skirts/skorts that are more than 4 inches above the knee, sheer fabrics, exposed midriffs, or extreme low rise pants).
  2. Clothing that is dirty, worn-out, frayed, or has holes or tears.
  3. Sleeveless shirts in direct patient care areas.

4. Clothing with slogans or advertising that could be considered controversial or obscene in nature.
  5. Sweatshirts, sweatpants, t-shirts (unless worn under outer clothing), or shorts.
  6. Coats, jackets, or other outerwear that is worn while outside. While inside the building, these items should be removed and stored in an appropriate location.
- G. Jewelry should be moderate and professional. For those involved in direct patient care, there should be no dangling, bulky, or noisy items worn. Rings which pose a risk of scratching patients, catching on linens, or tearing gloves should be avoided. Jewelry is limited to ear and one nose piercing with small stud style jewelry. No gauges are allowed and must be replaced with flesh-colored plugs. All other facial piercings, including but not limited to, tongue, eyebrow or lip piercings are not permissible.
- H. Shoes should be neat, clean, well maintained, and appropriate to the job and/or clothing. In direct patient care areas: (i) open-toed shoes, flip flops, thong sandals, or shoes with holes (Crocs, etc.) are not permissible; and (ii) stockings or socks are required. This also applies to those employees whose jobs require them to be in direct patient care areas.
5. Clothing provided by Logan Health:
- A. In some departments, infection control precautions necessitate that clothing worn is laundered by the organization. Logan Health provides clothing (i.e. uniforms/scrubs) to employees who work in these departments.
  - B. In all other departments, the employees are expected to provide their own clothing (including uniforms or scrubs) that is in compliance with all dress code requirements.
6. Due to the general provisions for presenting a professional image included in this policy, these guidelines may be supplemented by additional requirements within individual departments. Speak with your supervisor to learn the specifics of your department. Logan Health reserves the right to determine whether attire is appropriately professional in compliance with this policy and procedure.
7. Individual departments may enforce stricter guidelines than this policy but, under no circumstances may the individual department guidelines be less restrictive than this policy.

## DEFINITIONS

**Direct patient care:** Any area in which health care services are being provided to a patient. To include, but not limited to; treatments, counseling, self-care patient education and/or medication administration.

## Approval Signatures

Step Description	Approver	Date
Final Admin Approval	Deb Wilson: CHIEF HUMAN RESOURCES OFFICER	07/2021
HR System Approval	Brian Mathews: EXEC DIR LABOR RELATIONS & HR	07/2021
Policy Committee	Kelly Stimpson: Associate General Counsel	07/2021
NVH Approval	Joseph Schmier: Senior Director Human Resources	07/2021
Legal Review	Kelly Stimpson: Associate General Counsel	07/2021
Owner	Cathy Dulin: SENIOR HR GENERALIST	07/2021

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