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Owner Rachel Smalley:  
System Director  
HRBP  
Area Human  
Resources  
Applicability Logan System

## 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 for non-exempt employees 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 clean and neatly trimmed no more than 1/4 inch past the fingertip

for staff working in direct patient care, surgical departments, sterile processing, nutrition services and environmental services. Polish may be worn if it is intact and not chipped. 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. 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. Facial hair 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.). Personal odors should not be detectable, including colognes, perfumes, lotions, body odor, smoke, and/or food odors.
- E. Visible tattoos may not contain language, symbols, or images that would be otherwise considered obscene, profane, racist, sexual, portray violence, or other inappropriate for work speech or decorations. Employees will be required to cover tattoos that do not meet these requirements.

#### 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.
- C. Denim blue jeans are permitted on "Jeans Fridays" in non-clinical areas but generally should not be 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. 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.
- E. Examples of inappropriate business attire which should be avoided are:
  - 1. Scrubs may not be denim or camouflage. Printed/patterned scrubs may not contain images, symbols, or language that would be otherwise obscene, profane, racist, sexual, portray violence, or otherwise inappropriate for the workplace. Logan Health issued scrubs are not to be removed from Logan Health.
  - 2. Clothing that is suggestive, revealing in nature, or not size-appropriate, (i.e. tank tops, low cut tops or dresses, attire meant for physical fitness, stretch pants, skirts/skorts that reveal upper leg, sheer fabrics, exposed midriffs, or extreme low-rise pants).
  - 3. Clothing that is dirty, worn-out, frayed, or has holes or tears.
  - 4. Sleeveless shirts in direct patient care areas.
  - 5. Clothing with images, symbols, or language that would be considered

obscene, profane, racist, sexual, portray violence, or otherwise inappropriate for workplace speech or decorations.

6. Sweatshirts, sweatpants, t-shirts (unless worn under outer clothing), or shorts.
  - F. 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. Appropriately maintained visible piercings should not impair the proper use of PPE
  - G. 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.
8. Nothing in this policy is intended to interfere with or restrain employees' rights to engage in concerted or otherwise legally protected activities.

## 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	Rachel Smalley: System Director HRBP	09/2024
Policy Committee	Kelly Stimpson: Associate General Counsel	09/2024
Legal Review	Kelly Stimpson: Associate General Counsel	09/2024
Owner	Rachel Smalley: System Director HRBP	09/2024

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## Applicability

Logan Health (locations excluding LHMC), Logan Health Chester, Logan Health Conrad, Logan Health Cut Bank, Logan Health Medical Center, Logan Health Shelby, Logan Health Whitefish

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