

Main Line Health, Inc. and Main Line Health, Inc. Subsidiaries			
Working Together to Serve the Community			
This policy applicable to:	<input checked="" type="checkbox"/> All Subsidiaries	<input checked="" type="checkbox"/> All Hospitals	<input checked="" type="checkbox"/> BMRH
	<input checked="" type="checkbox"/> All Acute Care Hospitals		<input checked="" type="checkbox"/> Mirmont Treatment Center

HUMAN RESOURCES POLICIES AND PROCEDURES

Policy Name: DRESS CODE AND PROFESSIONAL APPEARANCE

Policy Purpose: To provide uniform and consistent understanding and guidelines to ensure the employees of Main Line Health present a professional and neat appearance.

Policy Statement: Employees are expected to maintain a presentable appearance to the public and co-workers that is suitable for a healthcare environment. Employees should exercise good judgment with regard to their personal appearance and dress in a manner appropriate to their positions and in keeping with departmental and organizational guidelines

I. Procedure:

- A. All employees are expected to exercise good judgment in their apparel and grooming habits, consistent with their position.
- B. Suitable attire is defined by Main Line Health as a mode of dress that portrays a professional appearance. All employees are expected to present a clean, neat appearance and should dress according to the requirements of their position, as outlined by their department specific dress code.
- C. Buttons, hats, names, symbols, and other items not issued by Main Line Health or not signifying professional or technical specialized training will not be permitted. Headwear related to cultural beliefs or for medical reasons should be black, white or color of the employee’s uniform.
- D. Clothing, hair (including facial hair), fingernails, tattoos and jewelry should be neat, clean, safe, and otherwise suitable for the employee’s work environment. Employees may be asked to cover tattoos.
- E. The presence of tobacco products or the odor they produce are prohibited at all times in the work environment.
- F. An official Main Line Health picture ID MUST be worn at all times by all employees and prominently displayed. Only hospital authorized pins that do not obstruct the name or picture are permitted and cannot be affixed to the ID badge itself.
- G. Clothing and accessories should be in keeping with a professional environment. Certain employees are required to wear a specific uniform while at work. Special requirements are established by individual departments based on safety or identification needs. Certain departments require an employee to purchase their own uniforms and maintain them.
- H. Per OSHA regulations, for safety and employee protection purposes, open toed shoes/sandals are prohibited in any patient care/clinical area (i.e., no perforated CROC style clogs or shoes constructed of nylon or canvas materials such as sneakers). For safety, while in clinical and patient care areas, clogs must be closed-toed and must have a heel strap that is utilized or full back coverage.
- I. Shoes must be safe, clean and in good condition and must meet department requirements (non-skid if applicable).

II. Performed by Manager:

- A. Establish standards for the employees' areas of responsibility based upon the entity's purpose and health and safety factors.
- B. Standards should be clearly communicated and understood by departmental employees.
- C. Enforce standards consistently, fairly and non-discriminatorily.
- D. Standards must be reasonably related to a legitimate business need. This includes but is not limited to: need to keep employees, patients and visitors from being distracted by unconventional or unprofessional attire.

III. Performed by Employee:

- A. Adhere to the standards in this policy as well as those established by the employee's entity and department manager.
- B. Observe good personal hygiene (e.g. no offensive body odor, strong perfume or cologne in consideration of the patients, the public and co-workers).

Reference: Hand and Fingernail Policy; Tobacco and Nicotine Use Impact on Employment Policy

Origination Date: June 1, 1995

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