

POLICY TITLE: HR - TJRH Professional Dress Code	
ENTITY: <input type="checkbox"/> T.J. Regional Health <input type="checkbox"/> T.J. Samson <input type="checkbox"/> T.J. Health Pavilion <input type="checkbox"/> T.J. Health Columbia	
DEPARTMENT: Organizationwide	PAGE: 1 of 7
VERSION: 12	LAST REVIEW DATE: 06/28/2021
APPROVED BY: Ladonna Rogers (EVP Human Resources), Neil Thornbury (Chief Executive Officer)	EFFECTIVE DATE: 06/28/2021

PURPOSE:

The goal of this policy is to ensure that all employees, contracted staff, and volunteers who work at any location of T.J. Regional Health (TJRH) maintain a professional, well-groomed appearance. Clothing and appearance of all team members should contribute to a positive impression while maintaining safety standards and adhering to the following principles:

- Dress to portray a competent professional image through workplace attire.
- Dress appropriate to the clinical work situation while recognizing cultural norms and religious requirements.
- Dress to prevent the spread of infection to others.
- Dress so that work can be completed efficiently.
- Incorporate occupational health and safety recommendations for appropriate attire while in the hospital /clinic setting.

Attire should facilitate effortless customer identification of clinical versus non-clinical team members.

POLICY:

It is the Policy of T.J. Regional Health (TJRH) that all employees, contracted staff, students and volunteers who work at any location of TJRH will adhere to the Professional Dress Code as outlined below. Failure to adhere to this Policy will result in disciplinary action as delineated in the “Policy Compliance” section included in this document.

PROCEDURES:

General Dress Code Guidelines for all TJRH employees:

- Facility name badge will be worn at the level of the shoulders or on a professional style or TJ-printed lanyard. Only pins, stickers, or accessories provided by the organization can be attached to the name badge. Healthcare providers while on duty are required to wear the facility name badge.

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DEPARTMENT: Organizationwide	PAGE: 2 of 7
VERSION: 12	LAST REVIEW DATE: 06/28/2021
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- If a department permits employees to wear lab jackets, lab jackets may be embroidered with the approved company logo, staff name, and credentials.
- Gum chewing while on duty is not professional; chewing gum while on duty is not permitted.
- Personal hygiene must be maintained at all times; daily bathing and use of deodorants/antiperspirants is expected. Daily attention to hair and oral hygiene is expected.
 - Hair should be neat, clean and well-groomed and worn in a conservative professional style. Hair must be of a natural color; hair glitter or paint is not permitted while on duty in all areas.
 - Staff in patient care areas with long hair must secure hair so that at no time does it fall in from the mid-line of the shoulders or where safety or infection control is an issue.
 - Beards, mustaches, and other facial hair must be neatly trimmed. Sideburns must not extend beyond the tips of the ears; mustaches must not extend beyond the edges of the lips. For clinical staff beards must not prevent the effective use of Personal Protective Equipment (PPE).
- All cosmetics worn must reflect a soft/natural look; excessive use of make-up is discouraged. Cosmetics containing glitters are prohibited.
- Perfumes, colognes or lotions containing strong scents are prohibited. These items should be used sparingly and should never be worn by employees who have direct or occasional contact with patients.
- All employees must not have the smell of smoke on their person as this is a direct violation of the organizations tobacco policy.
- Jewelry, when worn on duty, must be conservative. Jewelry must not interfere with the employee's work or pose a safety hazard.
 - Excessive numbers of rings, bracelets, or earrings are not considered professional—no more than three of each style is permitted.
- Visible body piercings (other than earrings) are not permitted; these must be removed or covered while on duty in all areas.
- Tongue rings are not permitted; these must be removed while on duty in all areas.
- Gauges are not permitted; these must be removed while on duty in all areas.

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DEPARTMENT: Organizationwide	PAGE: 3 of 7
VERSION: 12	LAST REVIEW DATE: 06/28/2021
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Fingernail Care:

Regardless of the area or care you are providing; nails must be clean to facilitate effective hand hygiene in the workplace.

Non-Clinical Areas (staff that do not provide direct patient care):

- Nails must be trimmed to no more than ¼ inch in length
- Unchipped polish is acceptable.

Clinical Areas Clinical Areas (staff that provide direct patient care):

- Artificial nails, enhancements, extenders, acrylic, overlays are **not** to be worn as they are implicated in the transfer of germs.
- Only clear, unchipped polish is acceptable
- Nails must be trimmed to no more than ¼ inch in length.

Tattoos:

TJ Regional Health encourages employees to express themselves at work while maintaining a professional image. Visible tattoos in the workplace are permissible provided that they are not offensive in nature or in violation of T.J. Regional Health's Nondiscrimination/Anti-Harassment policy. Tattoos on face and neck must be covered. Regardless of location, no tattoos that are obscene, commonly associated with gangs, extremists, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination may be visible at any time. If the tattoo distracts from or interferes with an employee's ability to deliver effective patient care or customer service, the employee may be required to cover the tattoo while at work.

Specific Attire Guidelines for all TJRH Employees:

Business Professional Standards:

Professional staff is required to dress suitable for their profession.

- Clothing, accessories, or other attire that demonstrates a personal view or that have illicit, profane, suggestive, biased, sexually related, alcohol, drug or tobacco related texts, graphics or logos are not permitted while on duty in all areas.
- Attire must be clean, neat and free from wrinkles.

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DEPARTMENT: Organizationwide	PAGE: 4 of 7
VERSION: 12	LAST REVIEW DATE: 06/28/2021
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- Attire that is halter, low cut (either back or front) is not permitted
- Excessively tight or short attire is not permitted.
- Dress length should be no more than 2 inches above the knee.
- Full length or capri leggings are acceptable, if worn with an appropriate length dress, which is no more than 2 inches above the knee. Leggings may be a solid color or patterned as long as they are professional and not offensive.
 - Leggings must not be worn as pants or with tunics.
- Dresses or tops must have sleeves; sleeveless is not permitted. No cold shoulder tops are permitted.
- Denim of any kind or color is not permitted, including jeans/ jeggings of any color.
 - On Fridays, blue jeans that are in good condition and are no shorter than 5 inches above the ankle may be worn for participation in hospital-approved fundraising events or celebrations ONLY.
- Pants must be no more than 5 inches above the ankle and should not drag the floor or ground. Pants must not be torn or tattered and must have a hem.
- Low rise pants are not acceptable.
- Shorts are not acceptable
- Holiday attire may be worn for the holidays identified as TJRH paid holidays: Christmas, New Year's Day, July 4th, Thanksgiving
 - Holiday jewelry and lapel pins are appropriate
 - Holiday attire can be worn during the month of the holiday.
 - The following holiday attire items may not be worn:
 - Costumes
 - Glow in the dark items
 - Speaking ornamentations
 - Bells
- TJ logoed attire (t-shirts, sweatshirts) may be worn at any time. Other styles of t-shirts must be approved by administration prior to being worn or else are strictly prohibited.
- Special Event Attire (i.e. fundraisers, etc.) will be identified by administration. Approval must be sought before attire is worn.

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DEPARTMENT: Organizationwide	PAGE: 5 of 7
VERSION: 12	LAST REVIEW DATE: 06/28/2021
APPROVED BY: Ladonna Rogers (EVP Human Resources), Neil Thornbury (Chief Executive Officer)	EFFECTIVE DATE: 06/28/2021

- Footwear must be appropriate for specific work locations and acceptable footwear will be outlined for direct patient care areas and areas where chemical or physical hazards exist. The department directors will be responsible for communicating footwear requirements to their employees. Footwear must be in good repair and clean at all times.
 - Administrative or clerical office areas
 - Footwear must have non-slip soles.
 - Sandals are acceptable; however, sandals that appear to be a flip flop/thong either cloth or rubber are not acceptable.
 - Direct patient care areas (including clinics)
 - Closed toe and closed heel with a solid upper covering (no holes on the top or side of the shoe)
 - Footwear must have low to medium heel
 - Flexible non-slip soles; soles must be soft
 - Footwear must have sturdy construction
 - Canvas and shoes that do not completely cover the top of the foot are prohibited for safety reasons.
- Any employee or hospital visitor entering the lab area of the main facility, pavilion or Columbia lab wearing open toed shoes must first apply, and wear at all times, the provided shoe covers prior to entry. All lab and pathology employees are required to wear closed toe, puncture resistant and non-porous shoes while on duty.

Additional Dress Guidelines for Nursing Employees:

When attending in-services, meetings, or hospital related business unless otherwise specified professional business attire is required.

Regulatory and statutory requirements may necessitate more restrictive guidelines in some work areas while not in others (e.g. protective covering requirements). Protective clothing must be worn when required.

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DEPARTMENT: Organizationwide	PAGE: 6 of 7
VERSION: 12	LAST REVIEW DATE: 06/28/2021
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Clothing must be safe for the work environment, clean, properly fitting and in good repair. Clothing must be appropriate for the employee's job duties. Professional attire and modesty are expected of all employees relative to length, style, fit and transparency of clothing.

Clinical Professional Standard (Clinical Staff Only)

T.J. Regional Health Clinical Staff: those individuals working in direct patient care areas.

Must wear matching solid color scrub top and scrub bottom. Print scrubs are not permitted. White or coordinating crew neck shirts, polo shirts, or turtlenecks may be worn under the scrub top or scrub jacket.

Scrub jacket can be worn, but must coordinate or be white.

Children print jackets are acceptable in pediatrics only.

Surgical Scrubs

Surgical scrubs provided by TJ Samson Community Hospital (TJSCH) are to be worn only by designated department personnel working in surgery, endoscopy, or cath lab environments. These scrubs are not to be worn outside of the hospital at any time and a cover garment must be worn if scrubs are worn outside the sterile area.

All clinical employees in the surgical area must wear a white lab coat over their scrubs when they are outside of their department.

Policy Compliance

Department Directors must submit to the EVP of Human Resources the specific attire for each department. It is the responsibility of the department director to discuss the dress code specific to the new employees' department at the time of hire. It is the responsibility of the department director to enforce the guidelines and department specific requirements of the dress code.

All employees will be asked to change or cover any clothing/shoes that does not meet the guidelines for the department. TJRH reserves the right to ask those who violate the dress code to leave work

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to change their clothing and return to work. Loss of pay for the time absent from work will apply. The department director and employee will be subject to discipline if these guidelines are not met.

Human Resources/Education will discuss the general dress code guidelines with the new employee in orientation.

The department directors or administration has the authority to deem attire inappropriate.

Anyone who does not comply will follow the progressive disciplinary process. Department directors will be held responsible for employees who directly report to them. All questions related to the dress code or attire specific inquiries should be directed to the employee's department director or the Human Resource department.

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