PROFESSIONAL APPEARANCE

DEFINITION AND PURPOSE:

A professional, conservative, and non-distracting appearance is necessary in the work environment to establish a feeling of confidence and credibility in the public we serve. The appearance of individuals working in the health care environment can influence a patient or visitor’s perception of the quality of service or care they receive. The following policy is intended to provide consistency in appearance standards and promote pride in appearance throughout Enloe Medical Center, while meeting the expectations of our patients and community.

POLICY:

• Every employee is accountable for personal adherence to this policy during paid hours. This policy also applies to individuals who work onsite in an ongoing contractual basis for the organization.

• Any employee not adhering to this policy will be asked to refrain from wearing unacceptable attire or unacceptable fragrances, scents or odors, and may be sent home with directions to return to work in proper attire. If sent home, employees will not be compensated for the time away from work. Repeated non-compliance with the Professional Appearance policy may result in disciplinary action.

• In all instances, management will be the sole judge of what represents a professional, conservative, and non-distracting appearance as referenced in this policy.

GENERAL STANDARDS OF DRESS AND GROOMING:

• Enloe’s dress code requires that each employee maintain a professional, conservative, and non-distracting appearance at all times. Good personal hygiene is essential.

• Hair will be neat and clean. Hair will be styled and colored in moderation, with naturally occurring hair colors and a style that does not create undue distraction or detract from professionalism. Hair below shoulder length will be pulled back with clasps or elastic bands when providing patient care, or whenever unbound hair presents a safety or hygiene risk. All employees will have their hair groomed, out of their eyes, with their face visible. Beards and mustaches must be trimmed and neat.

• Clothing must be free from soil, in good repair, fit properly (no tight or excessively baggy clothing), wrinkle free, and pressed properly. Clothing must be of a length and styles that does not present a distraction, detract from professionalism, nor create problems in performing normal duties.

• Slacks or pants must be at or near ankle length. Capris or Capri pants, which are mid-calf length or longer, may be worn as long as they don’t appear overly casual. Leggings must be covered by a tunic length (below the hips) top or dress.
• Denim of any kind is not allowed, except for white denim pants.

• At the discretion of the manager, some departments may be required to wear Enloe logo shirts and/or uniforms, which will remain consistent with the dress code policy. In addition, clothing bearing an Enloe Medical Center logo that has been approved by the Marketing and Communications Department for integrity to graphic standards may be worn, as long as the clothing type adheres to the requirements of this policy.

• Shoes will be professional and appropriate to the job task.

• If wearing business attire, a lab or uniform style jacket is recommended when providing patient care, except in Behavioral Health, where another color or no lab coat is more appropriate.

• Undergarments must be covered at all times. See-through clothing is not allowed.

• Hats may not be worn except by the FlightCare and Ambulance crews. In addition, staff members working outside may wear protective headgear for protection from inclement weather and sun. Any other need to wear hats or other headgear will be considered on a case-by-case basis.

• Jewelry will be moderate in design, style, and amount. Generally, no visible body piercing or other rings or studs, other than on ears and/or fingers, will be allowed. An exception is that one small, non-distracting nose stud may be worn. The number of earrings is limited to no more than three on each ear and they cannot be of a distracting size, color, or configuration. If providing patient care, necklaces will not be worn outside of the garment and bracelets will not have dangling parts. Earrings and rings will be appropriate to safe patient care. Some departments will have more stringent requirements for jewelry due to potential safety hazards.

• Tattoos, generally, should not be visible. Small, conservative, non-distracting tattoos on the foot or ankle are acceptable. Tattoos on the arms, wrists, or other visible skin areas must be covered in a way that does not cause distraction. Tattoos on the face or neck are not permitted.

• Makeup will be used in moderation and applied in a subtle manner. Due to the potential for allergic reactions, scents in perfume, cologne, lotions, shampoo, and hair spray should be avoided. Fragrances or odors that negatively affect patients, visitors, and/or coworkers are not to be worn.

• Nails will be well maintained, moderate in length and color, and will not interfere with work. Artificial nails may not be worn by those who perform direct patient services.

• Chewing gum around patients and visitors is not allowed.
The use of tobacco products on Enloe premises, within 20 feet of any door or window, or coming to work smelling strongly of smoke is not allowed.

A standard, well-maintained hospital photo identification (ID) badge will be worn and visible at all times in the lapel area or on a “break away” neck strap. No stickers or pins may be placed on the ID badge. A clip that facilitates the display of service awards and professional pins may be obtained from the Payroll Department.

This policy sets minimum standards of professional dress and appearance. At the manager’s discretion, more rigorous standards may apply.

The following items are examples of clothing types and styles that MAY NOT BE WORN while on work status or representing Enloe in any capacity.

- No spaghetti straps, tank tops, crop tops, sweatshirts, flannel work shirts, or low-necked tops or dresses may be worn. T-shirts may not be worn (except designated styles on designated T-shirt days).
- No tight or excessively baggy slacks may be worn.
- No beach sandals, flip flops, teva style shoes, or other similarly casual/beach shoes may be worn.
- No sweatpants or stirrup pants.
- No denim apparel. The only exception is white denim pants.
- No nose rings, tongue piercings, or visible body piercings, except for earrings, and no more than three earrings per ear.
- No visible logos. This does not include the small, embroidered brand names found on some polo style or dress shirts or Enloe logo apparel that has been approved by the Marketing and Communications Department and the department manager.

SPECIFIC GUIDELINES OF APPROPRIATE DRESS/CLINICAL:

Direct Patient Care and/or Unit Based Personnel inside Enloe facilities:

- Personally owned uniform style scrubs that are color-coordinated with solid colored pants or uniform dresses may be worn by all direct patient care staff and other authorized personnel. Black scrub pants may be worn with a color-coordinated top other than black.
- Shoes must be quiet (no clicking heels) in patient areas. High-top shoes may only be worn with slacks. Closed-toe clog style shoes may be worn, but must be white or coordinate with the uniform color. Direct patient care personnel may not wear high-heeled shoes.
- When performing direct patient care services, no sleeveless tops may be worn.
Pre-Hospital Patient Care Personnel:

- Pre-hospital personnel include FlightCare and Ambulance staff. Flight crewmembers wear Nomex flight suits. Ambulance crewmembers wear navy blue slacks and an Enloe logo polo shirt or blue jumpsuit. All Pre-hospital patient care personnel wear hats and must wear leather or leather/fabric combination boots.

Cardio-Pulmonary Rehab Personnel:

- Staff leading exercise sessions may wear professional exercise attire, including warm-up suits.

Safety Apparel:

- Some departments may have additional safety apparel requirements, depending on the nature of the job. Examples of this would be work boots in Engineering or hairnets in Nutrition and Food Services.

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