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**SUBJECT:** Dress Code

**PROCEDURE #:** C-18P

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**DATE EFFECTIVE:** January 15, 2011

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**I. PROCEDURE**

Children's National wants to ensure that the appearance of each employee is appropriate for the purpose image, identification, hygiene and safety.

All employees, while on duty, must observe the following regulations. Directors have the authority to establish additional regulations based on specific departmental needs. The following is not an all-inclusive list.

1. Photo identification badges must be worn at all times on upper torso clothing or on a lanyard around the neck, with photo and name facing forward – unless the manager of a clinical/patient care area deems otherwise for safety purposes.
2. Attire must be clean and neat, and appropriate in size for the employee's frame. Appropriate undergarments are to be worn.
3. Sundresses or halter dresses may be worn if covered by a jacket or sweater.
4. Extreme styles must be avoided and clothing must be appropriate to the job function.
5. When possible, tattoos should be covered and not visible.
6. Hair must be clean and neat. Employees having direct contact with food supplies must have their hair secured by a net or by pinning it above the collarbone. Facial hair on males must be clean and kept neatly groomed, and must not interfere with any protective equipment required for the employee's job. Hair must not be dyed "unnatural" colors such as blue, green or pink.
7. Footwear must be clean, securely fitted and in good repair. OSHA requires that employees use protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, and where employee's feet are exposed to electrical hazards. Shoes must conform to infection control policies and regulations in patient care areas and/or areas with potential exposure to blood borne pathogens. Finally, shoes must allow employees to assist with evacuation and act as runners in an emergency.
8. The use of perfume, cologne, and after-shave lotion is prohibited.
9. Personal cleanliness is expected of all employees and consideration must be given not only to dress and hair, but also to body odor, face, hands and fingernails. In addition, for patient safety and infection control, the fingernails of all employees who have direct physical contact with patients, or potential for such contact, must not be artificial (acrylic, silk wraps and gel nail attachments are prohibited) and must not exceed one quarter inch beyond the fingertip. Nail polish should not be chipped or cracked.
10. Jewelry should be worn in moderation as appropriate for the job. Departments may permit the wearing of approved pins, e.g. Magnet pins. Employees who have physical contact with patients may not wear jewelry which could inadvertently injure patients.
11. "Casual" clothes and/or blue jeans may only be worn with departmental approval. Where approved, jeans must not be ripped or heavily distressed.
12. All clothing, including scrubs, must neither be loose enough to reveal undergarments, nor long enough to drag on the floor.
13. The use of earphones, ear buds, headphones, or MP3 players/iPODS while working, or while on break in patient care or public areas is not permitted. The use of cell phones and texting for non-emergencies is also prohibited while on duty.

14. The following are examples of inappropriate attire and may not be worn:

- Tank tops, halter tops or tube tops
- Low cut tops
- Provocative or excessively revealing clothes
- Excessively tight fitting clothes
- Transparent clothes
- Bare midriff , bare back styles or spaghetti strap blouses or dresses
- Letter or slogan imprinted T-shirts (other than Children's logo or designated by department)
- Hooded sweatshirts
- Baseball caps or other hats not approved by the manager
- Low rise pants
- Leggings, spandex, overalls or sweat pants
- Pants with frayed edges
- Miniskirts (more than 3 inches above the knee)
- Shorts or cut-offs
- More than one facial piercing on nose, lips or brows
- Flip flops or slippers

15. Individual departments may have additional rules and guidelines for employee dress and appearance, including the wearing of designated uniforms, which their employees are expected to follow. Managers can specify additional alternative dress and grooming requirements based on their business needs or safety requirements.

16. Directors must use their discretion and counsel employees regarding appropriate dress. Employees who report to work in inappropriate attire may be sent home without pay to change into appropriate clothing. Additional offenses may result in corrective action.

**II. ACCOUNTABLE EXECUTIVE AND REVIEWER(S)**

- A. Accountable Executive: EVP & COO; EVP & CPO
- B. Department Responsible for Review: Human Resources

**III. APPROVAL**

Approved by: \_\_\_\_\_ Leadership Council \_\_\_\_\_

\_\_\_\_\_ January 15, 2011 \_\_\_\_\_

**IV. REVIEW OR REVISION DATES**

Original: January 15, 2011

Reviewed: April 01, 2015

**V. REFERENCE**

C-18, Dress Code Policy