

EMPLOYEES' ATTIRE AND PERSONAL APPEARANCE 2.11

I. POLICY

As a matter of general policy, these guidelines regarding appropriate appearance and attire apply to all employees of Allied Services. Because our employees service and meet such a very wide segment of the public, it is of the utmost importance to Allied Services, and to all of us who work here, that we are a positive reflection upon our organization and each other. We should, therefore, make certain, both individually and collectively, that we always present ourselves in a manner that is appropriate and that meets the highest standards for employees working in medical-related facilities.

Because of the numerous, different departments at Allied Services and the diversity of personnel we employ, and the varying cultural and religious backgrounds of the local workforce a single, completely uniform requirement for the clothing and attire applicable to **all** employees is not feasible. However, a neat and clean appearance is indeed required **for all Allied Services employees** no matter what their particular jobs or departments. Employees are also required wear clothing that allows them to safely perform the functions of their positions, including wearing the proper footwear for their positions. In addition to the *general* guidelines set forth in this Policy, specific or particular requirements or limitations (such as the permissible length of an employee's dress or the permissible cut or styling of other articles of clothing) will be determined by applicable divisional or departmental dress code policy.

A. General Guidelines

While Allied values diversity and freedom of expression, discretion in style of dress and footwear can be important to the effective operations of our facilities, Allied's guidelines for proper attire and footwear for our employees are consistent with generally accepted standards for dress/appearance in the community as a whole. Some requirements and/or guidelines are division-, department- or job-specific.

Allied generally does not designate the exact permissible measurement, design or style of clothing such as skirts, pants, blouses and shoes; however, we do generally require the following in all divisions/departments:

1. Employees must at all times exercise mature, appropriate judgment in dressing appropriately for their particular jobs; and
2. Employees must refrain from dressing in a manner (including the wearing of jewelry, tattoos, items such as body ornaments, or any form of body markings) which will likely be, or could reasonably be, viewed as obscene, vulgar or racially, sexually or religiously inflammatory, offensive or immoral. Pierced earrings (male or female) are the only visible body piercing/ornament which

are permitted. Your divisional/ departmental policy may regulate the size and/or number of earrings that are permissible.

Employees must at all times remember that their appearances, as well as their actions, are scrutinized not only by Management, but also by patients, visitors, Allied's business invitees, other staff members, and also outside agencies and observers such as the Joint Commission. All employees must be personally neat and clean whenever on duty. Clothing which reflects a looseness or informality which is out of character for employees of Allied Services are clearly inappropriate for any employee at Allied Services, at any time. Exceptions to any of those prohibitions, no matter what the reason, can only be made by the applicable divisional vice-president in writing. This guideline fully applies even if Allied Services, or any division thereof, formally or informally, observes a periodic "business casual" (dress-down) day regarding employee attire. Likewise, tank tops, short shorts, "hot pants", halter tops, skin-tight or see-through tops or bottoms, or other revealing types of clothing, are inappropriate attire for an Allied Services employee.

B. Employees in Medical-related Departments

1. Employees in certain medical-related departments may be required to wear designated/approved uniforms. Such uniforms are not typically provided by Allied Services, nor does Allied Services provide employees with a uniform allowance.
2. Employees required to wear uniforms **must** wear them, always in a neat and clean condition whenever on duty.
3. Employees are not able to wear artificial nails or extenders. Natural finger nails should be no longer than $\frac{1}{4}$ long and nail polish, if worn, must be in good repair.
4. Employees must wear appropriate foot wear, Croc or Croc-like clogs are not permitted.

C. Office employees

Office employees are required to come to work in attire which is recognized as being appropriate for a professional office setting (e.g. one typical in the environment of medical office, hospital or executive employees). Therefore, jeans, dungarees or sweats (tops or bottoms) for example, are inappropriate.

D. Dietary Department employees

Employees of the Dietary Department are required to wear approved uniforms and footwear. They must keep themselves and their uniforms neat and clean to ensure maximum cleanliness, sanitation and personal safety in the preparation and service of food. Employees must wear kitchen approved slip resistant shoes.

E. Other employees

Except as otherwise required by applicable divisional and/or departmental rules, traditional work clothing is appropriate attire for most employees who are in hourly jobs at Allied Services. Employees who function in Administrative, Management or professional-related capacities must present themselves in attire which is consistent with such positions. The length of skirts, culottes or walking shorts (Bermudas), must at all times be appropriate and decent. Divisional or departmental guidelines may further regulate such issues. Shirts must be worn by all employees at all times.

F. Common to all employees

1. ID Badges are to be worn at all times.
2. Dangling jewelry (including, for example, earrings, necklaces, bracelets, and/or watches), loose clothing, and longer hair not contained by a net or other such protective device or preventive measure, shall not be worn in patient care areas or around any type of moving machinery or equipment.
3. Revealing clothing, including, for example, short shorts or skirts and tank or halter tops, midriff-exposing tops or bottoms, strapless or single-strap shirts (tops), or other attire which violates this Policy in its letter or spirit, will not be worn by any employee. Certain attire will be specifically prohibited in specific departments, jobs or designated work areas where a divisional vice-president or department- head determines that certain clothing would pose a safety hazard to an employee (e.g. where employees' bodies must be protected from exposure to possibly harmful substances) or to others.
4. Inherently dangerous clothing or footwear, such as flip-flops, shall not be worn by any employee at any time. Wearing open-toed or high-heeled shoes could lead to toe or foot injuries. Therefore, such shoes shall not be worn by employees assigned to work in any operation which is more industrial in nature (e.g. manufacturing, warehousing), or where there are higher risks of injury, such as from objects being dropped or mishandled (e.g. dietary operations, housekeeping).

G. Divisional, Departmental, Classification or Other Requirements

1. No employee of Allied Services can rely upon this policy as setting forth *all* applicable rules, regulations and/or guidelines governing his/her personal appearance and dress while working for Allied Services.
2. It shall be the responsibility of each employee to check with his/her immediate supervisor and to review divisional and departmental policies or notices for any specific rules, regulations and/or guidelines on appropriate attire other than those set forth above.

H. **Compliance**

It is the responsibility of the department manager to ensure that employees dress appropriately for their work area. Should employees violate the dress code then they will be subject to disciplinary action.

1. Employees who have made inappropriate clothing selections will be counseled by their immediate supervisor. In extreme circumstances, the employee may be sent home at their expense. Human Resources is available for consultation on dress code issues.
2. Employees committing a second violation of this policy will begin the discipline process as outlined in Policy # 2.07, Discipline & Discharge.
3. **Clearing Record:** When an employee has maintained a record free of corrective action for dress code violation for 52 weeks, the record shall be cleared and the employee shall begin at the counseling step.

I. **Accommodation**

Allied recognizes that there may be unique religious or cultural requirements that do not fit within the standard dress code provisions of Allied, or of particular Allied departments. Allied will consider requests, and address issues, relating to its dress code and specialized religious needs in a manner consistent with federal and state law. Employees who are interested in exploring a reasonable accommodation under the dress code are encouraged to contact Human Resources.