



Human Resources

9.7 Dress Code Policy

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Policy Type

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|---|---|
| <input type="checkbox"/> Entity Governance Policy | <input type="checkbox"/> System Governance Policy |
| <input type="checkbox"/> Entity Policy | <input checked="" type="checkbox"/> System Policy |
| <input type="checkbox"/> Entity Departmental Policy | <input type="checkbox"/> System Departmental Policy |
| | <input type="checkbox"/> Home Office Policy |

Policy Scope

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| <input checked="" type="checkbox"/> Summa Health (Corporate) | <input checked="" type="checkbox"/> Summa Health System (Hospitals) |
| <input checked="" type="checkbox"/> Summa Health Network | <input checked="" type="checkbox"/> New Health Collaborative |
| <input checked="" type="checkbox"/> Summa Health Medical Group | |
| <input checked="" type="checkbox"/> SummaCare | <input type="checkbox"/> Department: _____ |



1.0 Purpose:

- 1.1 Summa Health is an integral part of the community it serves and our employees are expected to display the highest standards of personal conduct, grooming and dress standards at all times.

The patients, visitors, families, the public, etc., have a right to expect a neat and professional appearance of those who serve them at all times. Summa Health employees are expected to use good judgment in the choice of work clothes and to conduct themselves in a way that best represents our organization. In addition, Summa Health continually strives to make the workplace as safe as possible for employees.

2.0 Scope:

- 2.1 This policy applies to all Summa Health Employees.

3.0 Policy

- 3.1 All personnel will maintain personal appearance standards that convey an image of competence and professionalism in the health care institution and maintain all infection control, legal, and safety requirements.
- 3.2 Flexibility is shown on a case by case basis in relation to religious or ethnic apparel, or for medical reasons if discussed and approved by management.
- 3.3 All Staff
- 3.3.1 See **Exhibit A.** below in regards to appropriate and inappropriate dress code.

Exhibit A.

Appropriate	Inappropriate
Attire	
<ul style="list-style-type: none">• Clothing that is of appropriate size and fit, permitting freedom of movement. All personal clothing is clean, neat, and of appropriate length with finished hems. Clothing is free of holes, stains, rips and tears.• Fleece Jackets with Summa Health approved embroidered logo can be worn in solid color red, white, black or gray• Dress Capri/Crop pants• All undergarments must not be visible beyond or through the over	<ul style="list-style-type: none">• Sweatshirt/hooded zip up sweatshirts• Shirts with hoods• Capri/Crop pants that are casual in nature. No cargo pockets or ties at bottom of pant leg. If you would wear it to a beach, it should not be worn to work.• Mini Skirts• Jeans/denim apparel• Jogging suits/fitness apparel• Spandex clothing including leggings and dresses• Tank tops/spaghetti straps• Low cut blouses or tops



<p>garment.</p> <ul style="list-style-type: none"> • Solid color long sleeve shirts without logos or with approved Summa logo may be worn under scrub tops to provide warmth (Nursing has specific colors-see Exhibit B below) • Approved hospital provided and laundered scrubs are worn in designated areas only: Clothing worn under scrubs must be sleeveless or short sleeved and clean. For employees wearing hospital provided scrubs, a buttoned lab coat or scrub jacket that is clean and neat in appearance is worn when leaving/outside their designated work environment. • Remove all, shoe covers and masks before exiting the department. For surgical areas, refer to department specific guidelines for restrictions. • Outdoor apparel provided by the department that is part of the defined work required to shelter from the elements (i.e.: Valet, Protective Services, etc.) 	<ul style="list-style-type: none"> • Shorts • T-shirts (including hospital logo t-shirts)
Footwear	
<ul style="list-style-type: none"> • Shoes are to be clean and in good repair. • Heel height must be safe to walk in. • For employee safety reasons, employees will wear shoes appropriate to the nature of their work and in accordance with departmental guidelines. • Peep and open toe shoes 	<ul style="list-style-type: none"> • Sandals, flip flops or other inappropriate footwear.
Headwear	
<ul style="list-style-type: none"> • Department issued headwear, per department dress code policy. • Headphones, earpieces, and blue tooth devices may be used if approved by management in areas 	<ul style="list-style-type: none"> • Hats, headscarves, baseball caps, visors • Personal headphones, earpieces, and blue tooth devices used or worn during non-break times or in



that do not service internal or external customers, patients or visitors.	the presence of patients and/or visitors. Staff using personal devices while working, walking down the hallway or in elevators.
Personal Hygiene/Tattoo/Jewelry	
<ul style="list-style-type: none"> • Staff must have good personal hygiene. • Hair should be clean, neat and of natural hair color (i.e.: black, brown, blonde, auburn, chestnut, red, gray and white). If the hair color can be grown naturally, it can be worn. • Facial hair is groomed and maintained, not to conflict with safety standards. • Individuals must be fragrance free. • Tattoos can be exposed. Exposed tattoos cannot include profanity, disrespect, and nudity, racial or sexual comments or are otherwise inappropriate. • Piercings in the ears. • One small stud piercing in the nose. • Gauges with inserts. 	<ul style="list-style-type: none"> • The group of individuals identified as: direct contact with patients, work in areas where invasive procedures are performed or when procedures require a surgical scrub, provide cleaning services in patient care areas, transport patients, or provide any dietary service/function, must adhere the following fingernail standards: <ul style="list-style-type: none"> ○ Fingernails must be kept short and clean, not exceed ¼ inch past the fingertip in length, no chipped nail polish, no enhancements (i.e.: wraps, acrylics, gels and stones) Refer to CDC Guideline for Hand Hygiene in Health-Care settings MMWR 51 (RR16); 1-44:2002 • Offensive body, tobacco, halitosis and/or clothing odors • Tattoos that include profanity, disrespect, nudity, racial or sexual comments or are otherwise inappropriate • No facial tattoos of any kind should be allowed unless it is in a hidden area, such as behind the ear. Rings are not permitted on any other visible part of the body except fingers and ears • Jewelry that is excessive in size or gaudy in appearance • Jewelry that interferes with the type of work to be done • Extreme or faddish hair coloring, by dyeing, bleaching or tinting
Badges	



<ul style="list-style-type: none"> • Identification badges are part of every employee's "uniform" attire and must be worn while on duty. • Badges must be worn above the waist at all times with the identification information clearly displayed and free from buttons, pins or stickers which may block the identification photo, employee name, or department. • Badges that are easily visible to all patients, staff and visitors • Job classification badge extenders provided for personnel by their department must be worn at all times. 	<ul style="list-style-type: none"> • Badges with buttons/pins that impede the data on the card and are offensive or inflammatory
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3.4 Direct Care Providers

- 3.4.1 All personnel will follow the provisions outlined in the Provision 3.2 All Staff section of this policy.
- 3.4.2 Direct Care Providers wear job specific permitted color scrubs. See department specific policy for departmental dress code guidelines.
- 3.4.3 The following attire is considered appropriate/inappropriate, shown in **Exhibit B.**:

Exhibit B.

Appropriate	Inappropriate
<ul style="list-style-type: none"> • For system hospital based nursing departments, a solid color black scrub top and bottom for RN/LPN • For system Hospital non-RN/LPN is a solid color Caribbean blue). • Solid color scrub jacket (in department specific scrub color) may be worn over the scrub top. • Fleece Jackets with Summa Health approved embroidered logo can be worn in solid color red, white, black or gray. • Under garments, under scrub top must be a solid color, per department specific policy (System Hospital RN/LPN – solid color red, white, black or gray, System Hospital non-RN/LPN – solid 	<ul style="list-style-type: none"> • Scrub jackets that have prints (i.e. A Non-solid color, cartoon prints or caricatures on the scrub jackets) • Scrub jackets tied around the waist • Scrub jackets over just a t-shirt



<p>color black, gray, or white).</p> <ul style="list-style-type: none">• Summa Health System approved embroidered logo• Pants with piping inset of color• Style of scrubs is a personal choice• Shoes are a personal choice.	
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4.0 Department Specific Policy

- 4.1 This policy sets the minimum standard for the dress code however Summa Health entities or department directors may adopt stricter dress standards for their employees to meet specific work area requirements. The department director, manager or supervisor will advise their employees if uniforms are required. The department director, manager or supervisor will also be responsible for enforcement of this policy.
- 4.2 For departments that are issued scrubs, see Department Specific Policy if provided. Employees should not be wearing scrubs into work; employees should be using scrub machines and laundering scrubs at the hospital.
- 4.3 Summa Wellness Institute, Spa employees and Athletic Trainers will follow specific department dress code fit for caring for this population.

5.0 Procedure

- 5.1 Violations of the Dress Code policy fall under Group 1 offenses of the Disciplinary Process and Rules of Conduct – Policy 9.1. In addition to the disciplinary process, employees may be asked to clock out for purposes of returning to their home for compliant attire in accordance with Summa Health HR Attendance Policy 9.2.

6.0 Responsibilities and Authorities:

- 6.1 The Human Resources Department and Summa Health Management will be responsible for administering and interpreting the guidelines and provisions of this policy. The program may be revoked, revised and/or cancelled at any time by Human Resources and creates no contractual rights.
- 6.2 It is the responsibility of all managers and employees of Summa Health to adhere to the guidelines of this policy. For questions or interpretation of the policy, contact the labor/Employee Relations Department or designee. Any exception to the above guidelines must be reviewed and approved by the Senior Vice President of Human Resources or designee.

7.0 References:

Disciplinary Process and Rules of Conduct – Policy 9.1
Tobacco-Free Policy – Policy 9.10
For Union, see Contract

Original Date: 1/1/1986



Manual Name: Dress Code Policy
Approved By: Lorraine Washington
Revised: 5/24/2017

Revised: 10/1/2013, 7/2015, 1/2016, 5/2017