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| Dress Code | **Last Revision:** | September 2017 |
| **Last Reviewed:** | June 2018 |
| **Applies to the following THA Group of companies:** | * Island Health Care * Independent Life at Home * Island Hospice * THA Services * RightHealth® * Palliation Choices * InteguHealth |
| **Included in the following THA Manuals:** | Administrative Policies & Procedures  Talent Management |

#### POLICY

### Our dress code is designed to help provide employees with guidance about what is appropriate to wear to work.

### PROCEDURE

1. **General Standards of Dress and Hygiene:** The following guidelines are applicable to both clinical and office staff. Appropriate attire and hygiene/grooming must reflect the following criteria:
2. Neatness - Employees should report for work in clothing which fits properly and is well-maintained. Shoes should be in good repair and, where appropriate, polished.
3. Grooming/Hygiene - Cleanliness and good grooming are important infection control measures. All employees are expected to be attentive to personal hygiene and appropriately groomed while at work:

* Fingernails should be clean and well trimmed; decorated and/or long fingernails are not appropriate for those working in direct patient care.
* Perfumes and colognes should not be used.
* Male employees should be clean-shaven or wear beards, mustaches, and sideburns neatly trimmed.
* False eyelashes that are excessively thick and/or long are not permitted.

1. Body ornamentation - Tattoos that are large, excessive or profane in nature may be asked to be covered, both in office settings and in situations involving patient care.
2. Contemporary Modesty - Employees should exercise a degree of contemporary modesty in the wearing of work-related attire; avoid clothing that is too tight, bare or revealing, or otherwise immodest or inappropriate.
3. Personal Accessories - Excessive jewelry is an infection control hazard when providing direct patient care, with the exception of small pierced earrings, visible body piercings with jewelry are unacceptable whether seeing patients, in the office or in public settings on behalf of THA Group. Jewelry, watches and other personal accessories are acceptable when in good taste and when their wearing does not interfere with patient care or create a safety hazard for the employee or patients.
4. Inappropriate attire includes, but may not be limited to, the following:
5. Casual clothing and shoes - Shorts, tank tops, T-shirts, hoodie sweatshirts, flip-flops (rubber or leather), spaghetti strap tops and similar attire.
6. Extreme fashion - inappropriate hemlines, halters, bare midriff dresses, and low-cut neckline dresses.
7. Accessories - hats, leg warmers, and excessive jewelry to include visible body piercings other than small pierced earrings.
8. Clothing with messages - Non-THA Group logos or images that are inappropriate or potentially offensive.

**Clinical Staff –** At the time of hire all, direct patient care clinical staff are provided uniforms. Clinical staff members are expected to wear uniforms at all times. When an employee leaves the organization, they are required to return the uniforms.

If a clinical staff member prefers not to wear the uniform, khaki colored skirts, slacks, or shorts may be worn with a THA golf shirt issued in lieu of the uniforms. If shorts are worn they are to be walking shorts that come to the knee. This allowance is made for clinical staff only because of the type of work they perform in summertime climates. Clinical staff is required to wear slip-resistant footwear. Footwear should be clean, well-maintained and slip-resistant. In addition, all direct patient care providers of the organization are expected to wear official pictured identification badges, clearly visible on uniforms.

**Office Staff -** Office personnel are expected to wear professional business or business casual attire. Attire must reflect appropriateness for the role and the job being performed, as well as, requirements for a degree of contemporary modesty and cleanliness of attire and self. The organization strives to present a competent and professional manner at all times. Business casual attire refers to appropriate choices that reflect professionalism. This also includes representation of the company off site, at professional meetings, gatherings or business functions.

Fridays have been designated as a casual dress day. Even though casual dress is allowed on Fridays it does not mean that apparel inappropriate for an office setting can be worn. Employees should be mindful of who they might encounter in any given day and remember that many times we have clients/visitors to our offices on a planned and unplanned basis. This is a privilege that is offered to provide a more comfortable and relaxed work atmosphere and is appropriate only if there are no activities outside the office planned for Friday.

**Unacceptable Business Casual Attire for office staff includes the following:**

* Shorts (any length)
* Flip Flops
* Tank tops
* Camisole strap tops
* Tube tops
* Halter tops
* T-shirts (shirts must have a collar and sleeves)
* Athletic wear
* Spandex pants
* Jeans (acceptable on Fridays only)
* Hoodie sweatshirts

**Non-Compliance** – THA Group is confident that each employee will use his or her best judgment with maintaining appropriate attire and appearance. THA Group reserves the right to determine appropriateness. Any staff member who is improperly dressed will be counseled, or in severe cases may be sent home to change clothes without pay. If an employee is warned regarding unacceptable attire and/or sent home twice, a written warning will be issued and placed in the employee’s personnel file. Continued disregard of the policy may be cause for further corrective action, up to and including separation.