

Marshall Medical Centers
Department: Human Resources
Section: HR Policy and Procedures
Title: Dress Code Policy

Approved By: Sabrina N. Weaver, Executive Director of Human Resources, Marshall Medical Centers		
<u>Effective Date</u> May 1, 2001	<u>Date of Last Review</u> August 2019	<u>Date of Last Revision</u> August 2019
Supersedes: none	Policy #: HR-MMC8	Page 1 of 6

SCOPE:

This policy affects all employees within Marshall Medical Centers. All staff identifying themselves as employed by Marshall Medical Centers, whether they are clocked in or attending on-campus classes will adhere to this policy while on or off facility premises. This includes students, allied health professionals, physicians, and contractors. Those individuals representing Marshall Medical Centers have a responsibility to not only provide quality health care to our customers, but to look professional as well. You are expected to demonstrate professionalism and good judgment at all times concerning make up, clothing, personal hygiene, and appearance. Clothing must fit, be clean and pressed, be appropriate for your size, and not drag the floor. Clothing and jewelry which may pose a safety hazard or which could interfere with or detract from the delivery of high quality patient care or other business functions of the hospital will not be permitted. We require that you observe the following specific standards regarding personal appearance and neatness while performing your duties:

GENERAL:

The following guidelines shall apply to all positions. Department managers are permitted to adopt a stricter Dress Code for their respective departments if they deem necessary. If conflicting and/or more specific or stringent department guidelines exist, the department specific guidelines shall apply. A copy of specific departmental dress codes should be approved by the Executive Director of Human Resources. It is the responsibility of all staff to be familiar with the dress code and to follow the standards set out. Those found to be outside of the dress code policy may be sent home to change/correct the issue and may receive disciplinary action for failure to follow the policy.

Policy

Identification badges must be worn by employees at all times when at work or in a class or meeting on campus. The badge picture and name on the badge must be visible, readable, clean, and show no damage. Employees cannot wear the badge at or below the waist or attach anything to the badge, including stickers, decals, pins, or similar items, unless the items are Marshall Medical Centers hospital-issued, issued by an academic institution, or approved by Human Resources. Employees should not wear their badge off campus when not on duty.

Badges lost must be immediately replaced. The employee will be charged \$10.00 for the replacement badge. Badges which have become worn and do not correctly allow the employee to clock in or out will be replaced at no charge to the employee. All badges are the property of Marshall Medical Centers and are to be returned to the Human Resources Department upon termination of employment.

Personal hygiene is very important. Daily showering/bathing and the use of antiperspirant or deodorants daily are required. In consideration of the health of our patients, visitors, and co-workers, the wearing of perfume, aftershave, scented lotions/powders and any other fragrances are not permitted.

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Smoking/Tobacco Products: Employees who use tobacco products, or are exposed to second hand smoke, must eliminate smoke odor from clothing, skin, and breath while at work. If you have a smoke/cigarette smell on your person or clothes while at work, you may be sent home to change your uniform or clothes and eliminate the smell before returning to work.

Hair must be neat, clean, well groomed, and a natural color (i.e. no pink, purple, blue, glitter, etc.). Distracting extremes in hair styling, dyeing, bleaching, coloring, or shaving designs into the hair are **not** permitted (i.e. no Mohawks). No excessive or distracting hair accessories. Hair below shoulder length should be secured so as not to interfere with patient care.

Hats and sun visors are not permitted unless they are issued by Marshall Medical Center as part of the uniform, face forward, and are in good condition.

Contact lenses or tinted lenses must not be distracting.

Mustaches, beards, and goatees are permitted but must be neatly trimmed, clean, and not present a bushy or uncombed appearance. Mustaches must not extend over the lip.

Fingernails are to be kept clean and cannot exceed ¼ inch from the tip of the finger. Nail polish, if allowed in the department or unit, must not be chipped or cracked. Marshall Medical Centers reserves the right to identify any nail product of any kind as inappropriate for use. Extreme color, nail art, and nail bubbling are not permitted. Artificial nails (i.e. acrylic/gel overlays, acrylic/gel nails, wraps, tips, shellac polish, powder gel, jam berry, stones, silk, fiberglass, extensions, UV gel sculpted or cured, crackles and any nail or polish that requires “curing” under a light and/or if the polish/nail product cannot be removed within 30 seconds with acetone (30 seconds per finger), and nail strengthener or hardener that is not removable by acetone) are not permitted if the employee has direct contact with patients to include direct physical contact with patients during exams, procedures, treatments, nursing care, and registration of patients. It is also not permitted if the employee has no direct patient contact but cleans the patient’s environment, prepares or handles equipment, handles supplies or linens for patient use, prepares or handles medications or blood products for patient use, transports patients, is employed by Food & Nutrition Services in any capacity, or is physically based in a clinical environment on a nursing unit or clinical department. Evaluation of potential patient contact should take into consideration what sort of contact is usual as well as what contact is possible in the performance of the job.

Earrings must not be larger than 1 inch in diameter or length for clinical employees and 2 inches in diameter or length for non-clinical employees.

Visible body piercing (other than earrings) is not permitted. This includes tongue piercing and forking, eyebrow piercing, noticeable spacers/large holes in the ear lobe, (no gages), noticeable nose piercing, and any other piercing deemed as distracting.

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Pins are permitted if they are Marshall Medical Centers issued and/or issued by academic institutions and/or approved by Human Resources. Employees may wear up to two pins on their lapel or through the slot at the top of their badge.

Tattoos - Employees who have a visible tattoo that could reasonably be considered degrading, offensive, or demeaning to patients, family members, co-workers, or management must have the tattoo covered at all times while on health system property. Tattoos on the neck and face are not permitted. Employees will be required to cover a tattoo if a patient complaint is received. Department Directors have the authority to ask employees to cover tattoos if they feel the tattoo is extreme or distracting. In addition, extreme body altering and branding must not be visible.

Shirts must be well-maintained, un-faded, and have no inappropriate, political, or offensive wording or pictures. Shirts must not be revealing, have plunging/revealing necklines, or ride up to expose back or midriff when arms are extended. Hoodies are not permitted. It is not permissible to wear T-shirts (long or short sleeve) as a primary outerwear garment or to have undergarment T-shirt tails exposed. Sweatshirts with hospital/department logo are permitted in some areas. Wellness Centers, Athletic Trainer, and Physical Therapy department employees may wear department logo t-shirts. Undergarments must be concealed and worn at all times.

Sleeves Clinical personnel must wear attire with sleeves (short or long). Non-clinical personnel may wear sleeveless attire as long as it is in good taste and undergarments are covered. Lingerie straps, spaghetti straps, indented armholes, cut-off sleeves, and racer back tops are not permitted.

Pants must fit appropriately (neither tight nor baggy), look professional, and extend to mid-calf. Jeans, stirrup pants, bike shorts, sweat pants, jogging pants, and skorts are not permitted. Spandex and parachute material is not permitted with the exception of the Wellness Center, Athletic Trainers and Physical Therapy department employees, who may wear department issued uniforms.

Skirts/Dresses must fit appropriately and not cling to the body, look professional, have no plunging/revealing necklines, cut outs, and be no more than 2 inches above the top of the knee when standing.

Leggings and tights are permitted, but ONLY if worn under a dress, skirt, or top (worn as a dress) where the length is NO shorter than 3 inches above the top of the knee when standing. If wearing a high-low top, both front and back of top cannot be shorter than 3 inches above the top of the knee when standing. They may not be white, cream, or flesh colored. Pants are considered leggings if the dimples of your knee can be distinguished.

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Shorts - Wellness Center, Athletic Trainers, Outpatient Physical Therapy department employees, and employees who work on the loading docks are approved to wear shorts, but they should be no shorter than three inches above the top of the knee.

Shoes must be worn at all times and should be clean and in good condition. They should match or complement the uniform or outfit. Employees conducting business in an area that treats, touches, or interacts with patients should wear close-toed shoes. Open-toed shoes are acceptable in non-clinical areas. Employees going to the Employee Pharmacy or Employee Health for personal reasons may wear shoes appropriate for their work area. Five finger shoes, t-strap sandals, flip-flops, or slide sandals, or “mule” sandals/shoes are not permitted in any area. A T-strap sandal is defined as a sandal made of any material with a strap between the toe and a thin strap around the ankle with no back. A flip flop is defined as a sandal made of any material with a strap between the toes that has no back. A slide sandal has a strap(s) that does not exceed beyond the ball of the foot, with an open toe, and no back or ankle strap (i.e. any shoe that creates a flip flop noise). If your department has safety restrictions you must follow the guidelines within your department.

Shoe covers and booties cannot be worn outside of your department or unit, to include the cafeteria.

Exceptions

Requests for an exception to this policy for medical, religious, or cultural beliefs, or questions regarding accommodations, should be directed to the Human Resources Department. Requests will be considered and reviewed on a case-by-case basis. Questions and clarifications should be directed to the Human Resources Department. **Department managers are permitted to adopt a stricter policy for their individual departments if they deem necessary. All department addendums should be approved by Human Resources.**

On the following holidays employees may wear appropriately themed scrubs in replacement of their departmental approved colors: Valentine’s Day, Memorial Day, 4th of July, Halloween, Thanksgiving. From December 20 – January 1 – Winter holiday themed scrubs will be allowed. The Friday prior, and the Saturday of the Alabama Vs. Auburn football game, staff may wear their favorite university’s team colors (could be a team other than Alabama or Auburn). Throughout the course of the year, the organization may choose to allow certain attire outside this policy on additional days for special events or celebrations.

Uniforms Guidelines

Marshall Medical Centers has a distinct and detailed requirement for scrubs and uniforms.

Employees who change into required scrubs once on campus may wear clothing outside this policy to and from work but must not wear a badge or represent themselves as employees while not dressed professionally for work.

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INSIGNIA:

No employee on the Medical Centers property shall wear any buttons, badges, stickers, novelties, messages, armbands or clips, or any other insignia other than those of their alma mater, professional organization, or those distributed by the Medical Centers or approved by Administration. Approved pins may be worn on upper body clothing, but not on the I.D. Badge unless specifically approved by Administration.

See Uniform Grid for Departmental Uniform Colors
UPDATED 09.22.2019

Uniform Clarifications:

Scrubs

- Scrubs may have colored trim.
- Scrubs may be purchased wherever you like. You do not have to purchase from the uniform sale.
- A color grid will be posted on the portal. Color names of scrubs may vary by manufacturer.
- Scrubs may be embroidered with practice name/ hospital logo by an approved vendor who has the logo provided by MMC Marketing Department.
- Scrub jackets may be worn that match the uniform color, are white, black, or gray.

Hospital Approved Jackets and Vests --

- Hospital approved jackets and vests with department or practice name/hospital logo and/or employee name and position title can be worn with scrubs in a matching color to the scrubs or white, black or gray.
- Hospital approved NAVY jackets with department or practice name/hospital logo and/or employee name and position title may ONLY be worn by licensed nurses who are required to wear navy scrubs.
- Approved white, black, and gray jackets are available at either of our vendors for purchase.

Undergarments for scrubs

- Long-sleeve undershirts are permitted underneath the scrub top. They must either be the same color as the scrub top, or white, black, gray or a solid color which matches the trim color.
- Patterns are not permitted.
- Undergarment shirts must be tucked into pants or skirts and not extend below scrub top if scrub is worn outside of pants or skirt.

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Sweatshirts

- Crew neck sweatshirts are permitted in place of scrub top, but they must match designated scrub color and must have the hospital logo embroidered on them.
- Hoods are not permitted.