



## DRESS CODE

DEPARTMENT: HUMAN RESOURCES	RESPONSIBLE EXECUTIVE: LGH VP, Human Resources
MANUAL: HUMAN RESOURCES	ORIGINAL DATE: 12-1993
POLICY NUMBER: V-D4	DATE LAST REVIEWED: 11-10-15

### I. PURPOSE:

Employees are expected to maintain high standards of personal appearance and grooming that reflect cleanliness, pride and self-respect. These standards create an impression of the employee and the organization, regardless of the amount of public contact. Every customer and visitor forms an impression of the organization through its employees. Therefore, employees are expected to dress for work according to generally accepted business standards (appropriate for this locale) or in uniform, if required for their position.

### II. SCOPE:

All departments and company affiliated facilities.

### III. DEFINITION OF TERMS:

N/A.

### IV. GENERAL INFORMATION

A professional appearance is a matter of personal and company pride. Standards of personal appearance, dress, health, and hygiene should be maintained at a high level.

### V. PROCEDURE

- Management of specific entities and /or departments may establish additional guidelines/procedures for their respective areas. Guidelines may be more stringent than those outlined within this procedure, but not under any circumstances should the guidelines be more lenient. For questions or guidance, use the following resources: Standards Team, HR, and Community Relations.
- If an employee reports to work dressed in a way that is considered inappropriate or is in conflict with safety codes, that individual may be required to change clothes before beginning work.
- If the supervisor is unsure of the appropriateness of the person's appearance, it is acceptable to review the situation with a higher level of management.
- Always refer to department specific policy.



## A. DRESS CODE GUIDELINES

### All Employees

- Employees are expected to wear professional attire or, if required, uniforms that are clean, pressed and properly fitted. Uniforms, including jackets, must be laundered after each use.
- Skirts or dresses should not be more than two (2) inches above the knees. Mini-skirts are not permitted. Jeans are not permitted unless approved by Executive Team for special fundraisers.
- Shorts, leggings, skorts, T-shirts, sleeveless/ backless/ strapless/spaghetti-string tops or dresses, low necklines, sweat shirts/hoodies, midriffs, spandex and sheer attire are not acceptable work attire.
  - However, Valet and Courier personnel may wear uniform style shorts.
- Undergarments must be tucked in and must not be visible through clothing or above the waist band of slacks.
- Shoes must be clean and in good repair. Footwear that violates a safety or infection control regulation is prohibited. Flip-flops, bedroom slippers, and barefoot shoes (i.e. five fingers) are not acceptable footwear. Loose fitting shoes or boots of any style that are unsafe for the work performed are not permitted in any work area.
- Jewelry worn in the workplace should be minimal. Jewelry should not be excessive and must be worn in a tasteful fashion. Small rings, class rings, and / or wedding sets or bands may be worn if permitted in the work environment. A maximum of two earrings is allowed per ear. Earrings may not be larger than ½ inch in diameter in Patient Care Areas. Visible body piercing jewelry is not allowed except for earrings.
- Identification badges are worn properly on the upper part of the body in an upright, readable position at all times while on duty. The only items worn on the name badge are entity approved service or recognition pins, leaving names visible at all times.
- Pins, buttons, holiday jewelry may be worn when approved by management. Items of a political nature are specifically banned.
- The chewing of gum during direct patient care activities is unacceptable.
- For Administrative personnel, Business Casual dress is acceptable except for high level meetings. Business attire (suits, coats, and ties for men, etc.) is expected for all Board meetings and business functions.
- Unacceptable casual dress attire consists of jeans, shorts, spandex pants, leggings of any type, sweat suits, sweatpants, exercise outfits (except when considered the uniform of the Department, such as the Wellness area), flip-flop shoes, beach shoes, house shoes, slippers, undergarment T-shirts, revealing clothing that may be considered immodest or offensive, sloppy clothing with holes or tears, clothes that are not ironed.
- Employees may have the organization's logo applied to clothing or uniforms/scrubs. However, the vendor must use the approved logo provided by Community Relations. Any embroidery or application of organizational names/logos not approved and provided by Community Relations is unacceptable.



*Dress Standards for Employees Who Wear Uniforms*

In addition to the standards above that apply to all employees, employees who wear uniforms also are expected to comply with the following guidelines:

- Employees are expected to adhere to the uniform standards of their respective roles and work areas. Refer to the chart below or seek direction from direct manager. Accent piping is permitted on all scrub attire.
- Lab jackets must be the same color as the uniform top color. All scrub tops must be a solid color with the exception of Pediatrics and NICU areas who are allowed to wear child-friendly printed scrub tops and lab jackets.
- Dress Standards for jackets not classified as a lab jacket:
  - All jackets must have Community Relations Department approval.
  - Jacket must be the same color as employee standard scrub color. If jacket is not available in that scrub color, employee may choose a black jacket.
  - All jackets must bear the Lafayette General Health logo, “Lafayette General Health”, and may have department name on the front upper left side of the jacket in this respective order from top to bottom.
  - Department names are not required, but if present, must be the name of the department in which the employee works.
  - Departments have the option of allowing both the employee first name (as it appears on their badge) and their credentials on the upper right side of the jacket. Last names are not permitted for employee safety.
  - All embroidered text must be fonts Arial or Helvetica and size 22pt. Font color must contrast with the jacket (e.g. navy or black jacket with white thread and ceil blue or yellow jacket with black thread). Community Relations approval is required for all embroidery and/or logos applied to jackets.
  - Based on infection control research, fleece must not be worn by personnel working in the operating room.
  - The following additional jackets may be worn:
    - The black, fleece, Lafayette General Health jacket
    - The green and white Lafayette General jacket sold in LGMC’s gift shop
    - The NICU transport team may wear a Team coordinated green jacket with “Lafayette General Medical Center” rather than “Lafayette General Health” on the upper left side of the jacket when working a transport case, for clear communication.
- Employees pulled from their respective Department to work in a different area may continue wearing the uniform from their primary Department.



**Job/Major Department scrub colors listed below: (Effective Oct. 1, 2015)  
For Jobs/Departments not listed below, please check with Management.**

<b>LGH</b>	
<b>Job/Major Department</b>	<b>Uniform</b>
Nursing Admin. Assistants/ Unit Secretaries	Black Pants and Yellow Polo Tops
Cardiology	Burgundy
Case Management/ Social Work	Caribbean Blue
Clinical Engineering	Caribbean Blue
CNAs/ ERTs/Mental Health & ICU Techs	Charcoal Grey
EVS (Housekeeping)	Khaki Pants and Burgundy Tops
FANS	Black Pants and Red Chef Coat
House Supervisors/Nurse Amin.	Navy Blue
Lab	Olive Green
Maintenance & Plant Ops	Blue Pants with Blue and White Checkered Top
IP/ED Nurses	Navy Blue
OP/Clinic UHC Nurses	Royal Blue
Patient Escort	Navy Scrub Pants and Green Tops with Green Scrub Jackets
PT/OT/Speech Therapists	Ceil Blue
Radiology/ Imaging Mammography	Black Black Pants and Pink Tops
Registration	Black Pants and Cactus Green Polo Tops
Respiratory	Royal Blue
Surgical Nurses	Ceil Blue
LGMD – Clerical / MOAs	Hunter Green
LGMD – Clinical, MAs	Navy Blue
LGMD – Managers	Light Grey
Other Departments	Refer to Department Specific Policy

- LGH sponsored T-shirts or department specific T-shirts may be worn on Fridays. All T-shirts must have Community Relations Department approval. T-shirt color must be the same color as Department standard scrub color. All T-shirts must bear the Department name on the front of the shirt.
- Clinical staff are allowed to wear holiday tops and/or jackets beginning 7 days prior to the holiday and conclude on the actual holiday. Holiday attire is allowed in conjunction with LGH’s observed Holidays (See Administrative Policy V-B6). Pins, buttons, holiday jewelry may be worn when approved by management.
- Dresses, uniform dress pants, blouses, jumpers, jumpsuits, vests and skirts are permitted that meet the standards of the designated department. Capri length scrubs are not permitted.



- No open-toed or open-heeled shoes allowed except for clogs that must be white or blend with the uniform. Shoes should not have holes on the top or side portions.

## B. GROOMING GUIDELINES

### All Employees

- Personal hygiene is very important. Daily baths, shaving, use of deodorant, and daily mouth hygiene are essential to providing a professional image.
- Fingernails will be kept trimmed with consideration to safety and cleanliness. Nails in excess ¼ inch beyond the tip of the digit are considered excessive. Nail polish must be the same on all nails and without decoration. Nail enhancements are not allowed in direct patient care areas by direct care staff. (*Nail enhancements include acrylic, solar, or gel nails, as well as "Shellac" or gel nail polish*)
- The use of perfume, body spray, cologne, after-shave, scented lotions, or any other strong fragrances is prohibited for those in patient care areas as it may cause respiratory problems for patients or visitors. Employees not working in patient care areas should also avoid strong fragrances, as it can be problematic to others in their work area.
- Cosmetics should be kept to a minimum, if permitted in the work area.
- Hair must be neat and clean. Hairstyles that obstruct eye contact and/or extreme colors or styles are not acceptable. For example, long-spiked or Mohawk haircuts are not acceptable. Other safety-related guidelines may apply to specific departments.
- Hair, mustaches, and beards should be natural in color, clean, and neatly trimmed.
- Tattoos must be covered.

### Other General Dress/Appearance Guidelines

- Employees attending training or meetings, even when not in their regular department, are expected to adhere to their standard dress guidelines consistent with this policy.
- Employees who are called in during assigned on-call hours should report to work dressed in a manner consistent with this policy or have access to clothing they can change into that conforms with these guidelines.
- The hospital recognizes that there may be occasions when the nature of an employee's responsibilities requires him/her to wear dress attire that is prohibited by this policy (e.g., working on the floor to clean office space, etc.). Department heads may exercise discretion in making exceptions to this policy for those limited occasions. On occasions when these duties will not be performed the entire workday, employees should be instructed to bring along a change of clothing that is consistent with the dress standards.
- In addition to the dress and grooming standards outlined above, each department, especially those requiring uniforms, may develop and publish more specific guidelines that are consistent with the standards outlined above.



- Each department head/manager and supervisor is responsible for ensuring that all dress and grooming standards are followed. Questions regarding these standards may
- be directed to a department leader or Human Resources
- Employees who report to work dressed or groomed in a manner inconsistent with this policy may be subject to any of the following:
  - Instructed to clock out with the understanding that they correct the situation and get back to work as soon as possible. The employee will be subject to appropriate disciplinary action consistent with policy.
  - Instructed to change into hospital-issued scrubs and be subject to appropriate disciplinary action consistent with policy.
- Leaders have the authority to enforce this policy, even if the alleged "violator" works in a different department. The director of the department in which the employee works should be notified as soon as possible.

**VI. ATTACHMENTS**

N/A.

## Document Information

### Document Title

Dress Code

### Document Description

N/A

### Approval Information

**Approved On:** 08/11/2015

**Approved By:** LGH AVP Human Resources [(sabouquet) Sheena Bouquet]

**Approval Expires:** 08/17/2018

**Approval Type:** Process

**Document Location:** / HR System Entity

**Keywords:** N/A

**Printed By:** Chance Harst

**Standard References:** N/A

**Note:** This copy will expire in 24 hours