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From day one.

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Owner:	<i>Robert Hamilton: Executive Director -Human Resources</i>
Area:	<i>Human Resources</i>
References:	
Applicability:	<i>Community Medical Center</i>

Dress Code, AD5078

POLICY:

Community Medical Center strives to assure that all employees, students, and volunteers present a **professional, business-like appearance** that projects competency, inspires confidence, communicates respect to patients and the public, and provides for safety and infection control.

1. All employees: appropriate professional, business-like attire expected at all times.
2. Standardized dress, uniforms or scrubs may be required for certain departments/units or employee types. Refer to department dress code policy or department leader.

GENERAL GUIDELINES

Clothing shall be of suitable material and heavy enough weight so that the undergarments do not show through. Clothing shall be of adequate size and length that normal body mechanics do not cause exposure; this includes the midriff, cleavage, buttocks, and undergarments.

SPECIFIC GUIDELINES

1. Good personal hygiene is required of **all** employees.
2. Excessive use of cosmetics, perfumes or aftershaves is inappropriate.
3. Hair and nails should be clean, well groomed and properly trimmed. In nursing units, hair longer than shoulder length must be pulled back, restrained, or braided; and artificial nails (including acrylic) **are not** allowed for **any** direct patient care provider.
4. Facial hair/Beards are permitted but must be kept neat and clean. In the event facial hair/beards prevents compliance with fit testing of required PPE (N95, etc) for safe patient care, an employee will be required to shave. If an employee has a religious reasons for facial hair, the employee is required to bring this to the attention to their manager/director. (updated March 31, 2020)
5. Visible body piercing paraphernalia are not appropriate for the work setting; with the exception of earrings and nose studs (not to exceed 2mm) all of which must be professional in appearance.
6. Visible tattoos should be in good taste, i.e., non-offensive to patients and guests. Examples of offensive tattoos may include tattoos that contain nude images, references to cultural practices and/or foul language. Tattoos deemed offensive by the employee's supervisor will be covered. Employees with extensive tattoos of ANY kind defined as a single tattoo or multiple tattoos covering the majority of the

surface area of a visible body part such as an arm, foot, calf, leg, neck must consult with his/her direct supervisor. The employee may be required to cover any tattoos during work time.

7. Employees are responsible for wearing their Community Medical Center ID badge at all times while on duty. ID badges must be worn at the mid-chest area or higher so that the name and picture are clearly visible. Altering ID badges with pins and/or stickers is not allowed.
8. Clothing/uniforms must be neat, clean, wrinkle-free and in good repair. Uniforms may be dresses, skirts, or scrubs dependent upon the uniform of the department.
9. Dresses and skirts shall be an appropriate length above the knee.
10. Jeans may be worn on Fridays if specific department/unit dress code policies or manager/director allow. Jeans should be in good condition without holes, rips or overly faded/worn
11. Leggings shall be covered by a skirt, dress or long blouse/top meeting the appropriate length guideline.
12. No visible underarms (i.e., sleeveless and cap sleeve shirts, sweaters and dresses); top of shoulders must be covered.
13. While all employees are required to adhere to this Dress Code during their work hours, if an employee attends training, education, or a unit meeting during non-work hours he/she is not required to comply with this dress code. However, the standards of good taste, safety and appropriateness of clothing applies. Denim material of any type or style of clothing is not allowed, except when attending education sessions and meetings that are held off campus or are held during the employee's nonwork hours. At these times, jeans in good repair (no holes, stains, or frays) will be allowed. Supervisors/managers/directors have the authority to send an employee home if his/her clothing is not appropriate.
14. All footwear shall be professional and clean in appearance. Flip-flops are never allowed. Open-heel shoes may be worn only if they have a strap or heel cup. As a rule of thumb, the majority of one's foot should be covered while at work. When working or walking through areas where exposure to blood, body fluids, contaminates, sharps, and where hazardous chemical spills are possible, employees must wear shoes with no holes or openings on the top or sides.
15. Hats are not to be worn in the building when on duty except when required for infection control or health codes. If a hat is deemed necessary by the department director, only hats supplied by CMC with the CMC logo are allowed. Hats will not have any stickers, writing or pins attached. Head coverings that are required for religious purposes are allowed.
16. Stickers, wrist bands, clothing with writing or pins not sanctioned by CMC are not allowed during employees work hours.
17. During the University of Montana football season, "Griz" wear is appropriate on the Friday before home games. However, all Griz wear must comply with our standard of professional attire. Subject to the discretion and approval by the Unit/Departments Director
18. If employees are performing a task that may soil his/her clothes, the department director may authorize those employees to "dress down" while performing such work. However, if the affected employees leave the work area he/she must either cover up any item of clothing that does not adhere to this policy or change clothes.

Department leadership has the responsibility and the rights to interpret, monitor, and enforce this policy, with the Executive Director Human Resources having final authority. More specific dress code guidelines may be found in each department. Employees should consult their manager/director for such polices, as they will determine what is appropriate for the department. Any member of management may

inform an employee that he/she is not in compliance with this dress code at which time the appropriate manager/director will be notified and the employee will be required to clock out and return home to change into appropriate attire. Disciplinary action may result as appropriate.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Robert Hamilton: Executive Director -Human Resources	06/2021
	Robert Hamilton: Executive Director -Human Resources	06/2021

Applicability

Community Medical Center

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