



<b>TITLE:</b> Human Resources Dress Code and Personal Conduct Policy	<b>ORIGINAL EFFECTIVE DATE:</b> 11/01/1997	
	<b>REVISION DATE:</b> 09/01/2018	<b>2: 2</b>

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**(This policy rescinds any previous publication covering the same material)**

- I. **Policy:** To maintain guidelines for personal appearance and conduct.
- II. **Purpose:** To outline the dress code and personal conduct standards for employees of Aultman Health Foundation (excluding AultCare & Aultman College).
- III. **Definitions:**
  - **Looking the Part – Appearance.** Employees create an impression of our organization by presenting a positive appearance. This includes professional appearance, body language and facial expressions. For security and identification purposes, wear the proper attire and display your ID badge as required by the position, department and the dress code policy at all times. Ensure clothing is neat, clean and in good repair, and practice good personal hygiene. Be aware that employees represent the Aultman brand at all times, and in all things they do. All employees are required to follow the dress code as outlined in this policy and the employee handbook.
- IV. **Expectations:**
  - A. **Personal and Professional Conduct.** As employees perform their duties, they must keep in mind that they are being observed by patients, visitors and employees. The way employees do their jobs and talk about their jobs and the

organization to patients, visitors, and others in the community is a basis upon which others form impressions about Aultman. Aultman employees should want these impressions to be in a positive light supporting our Mission and our Values.

Personal and Professional Conduct on the job is very important. Disturbances and noises that go unnoticed by people who are well may be disruptive to patients who are ill. Employees can help keep the hospital quiet by observing the specific designated quiet time announced overhead daily, speaking softly, being aware of their surroundings, wearing rubber-heeled shoes, and pushing carts or wheelchairs in the patient care areas as quietly as possible. All employees have the responsibility to preserve the “tranquility” of the patient care environment. All employees are expected to provide an environment for quality health care services in every encounter.

**B. Personal Appearance.** Aultman recognizes the importance of maintaining a standard of dress that projects an image of professional integrity, customer service, and operational excellence. The following guidelines apply to all areas (excluding AultCare & Aultman College). Clinical areas may use stricter guidelines. Clinical areas are defined as any area that provides patient care services. If applicable, specific department policies will also need to be followed to be considered to be in compliance with any and all dress code policies. See the personal appearance matrix below for dress code expectations. Please note that clinical areas are defined as any area that provides patient care services.

**Personal Appearance (Clinical/Non-Clinical)**

<b>Personal Appearance</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Jewelry	Professional attire and in good taste	Endorsement of any commercial or sport products
Earrings	No more than 3 earrings per ear	Ear gauges
Rings	Wedding rings, accessory rings, and thumb rings	Large dangling rings
Necklaces	Professional attire and in good taste	Large medallions

Bracelets	Professional attire and in good taste	Large dangling bracelets
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### Grooming (Clinical/Non-Clinical)

Grooming	Acceptable	Unacceptable
Hair	Neat and well-groomed	Extreme hairstyles or colors
Hair Length	Clinical areas – hair below the shoulder must be kept confined to not fall forward over face while working	Clinical areas – hair not confined that falls forward over face while working; Length and style that interferes with personal protective equipment
Mustaches & Beards	Neat and well-groomed	Handlebar mustaches; Length and style that interferes with personal protective equipment
Fingernails (Non-Clinical)	Fingernails are to be clean, presentable, and well-groomed (Must comply with any division or department policy related to fingernails)	Fingernails that are not clean, not presentable, or not well-groomed (Any deviation from division or department policies)
Fingernails (Clinical)	Fingernails are to be clean, presentable and well-groomed. Length of nails is to be no longer than ¼ inch from tip of finger. Nail polish that is not chipped, cracked or lifting (Must comply with any division or department policy related to fingernails)	Fingernails that are not clean, presentable or not well-groomed. Artificial nails, nail gels or extenders are not permitted. Nail charms, decals and designs on fingernails are not permitted. (Any deviation from division or department policies)
Hygiene	Clean and well-groomed	Dirty, soiled or unwashed
	Deodorant or antiperspirant	Unpleasant body odor
	Perfume/cologne	Excessive strong scents; Smell of offensive odors
Tobacco		Smell of tobacco odor
Tattoos	Smaller than 4"	Tattoos on face, head, neck, or hands
		No obscene, vulgar, or profane tattoos
Body Piercing Jewelry	Earrings or other body piercings not visible to the public	Tongue studs or piercings; Nose studs or piercings; eye studs or piercings; Lip studs or piercings

### Attire (Non-Clinical)

Attire	Acceptable	Unacceptable
Dresses/Skirts	Length from top of knee to bottom of calf	Extreme length above top of knee
	Slits in skirts and kick pleats should not exceed 3 inches above the knee	Slits in skirts and kick pleats which exceed 3 inches above the knee
	Sleeveless dresses (minimum of 3-inch wide fabric)	Sleeveless dresses (less than 3-inch wide fabric)
Dress Pants	Tailored, in good repairs capris and ankle pants	Dirty, soiled or in poor repair
Knit slacks	Loose fitting	Clinging pants, stretch pants, leggings and stirrup pants; Skorts and gauchos
Fabrics	Fabric that is not categorized as unacceptable	Denim, spandex, leather, metallic or transparent
Shirts	Dress shirts may be worn without a tie	A non-dress shirt on days outside of Fridays
	Golf/polo shirts may be worn on Fridays	Any shirt other than golf or polo shirts
	Sleeveless shirts (minimum of 3-inch wide fabric)	Sleeveless shirts (less than 3-inch wide fabric)
Ties	Neckties are not required and optional	N/A
Undergarments	Should be worn but not visible	Visible undergarments
Hosiery	Optional	Fishnet hosiery
Hats	Only if part of the designated Aultman uniform	Hats that are not designated as part of the Aultman uniform
Lab Coats	Neat, clean and in good repair; White or color uniform	Dirty, soiled or in poor repair; Any other color that is not the acceptable category
Footwear	Dress shoes, dress sandals, dress boots, sling back, open-toe shoes, athletic shoes and clogs	Footwear that is not considered acceptable
Name Badges	Official Aultman badge forward-facing, placed above waist with Aultman-issued picture visible	Any badge that is not the current badge layout and within the badge criteria; No defaming of employee badge permitted (i.e., stickers over employee badge picture)
Pins	Service award pins, recognition pins, professional	Pins which are not considered in the acceptable category

	or professional educational pins and Aultman-distributed pins	
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### **Attire (Clinical Care Team Areas)**

<b>Attire</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Name Badges	Official Aultman badge forward-facing, placed above waist with Aultman-issued picture available	Any badge that is not the current badge layout and within the badge criteria; No defaming of employee badge permitted (i.e., stickers over employee badge picture)
Pins	Service award pins, recognition pins, professional or professional educational pins and Aultman-distributed pins	Pins which are not considered in the acceptable category
Footwear	Athletic shoes and clogs	Footwear that is not considered acceptable

### **Professional / Support Uniforms**

<b>Professional Uniforms</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Housekeeping	Galaxy blue scrub top & pant	Any other color uniform
Transport	Grey scrub top & pant	Any other color uniform
Lab	Navy blue scrub top & pant	Any other color uniform
Undershirts	White, grey, or black; Must be plain (no prints)	Any other colored shirts with printed material; Sheer or tight-fitting
Jackets	Aultman black jackets with or without logo	Any other color or logo jackets; Jackets with hoods

### **Nursing Uniforms (RN/APRN/CRNA/LPN)**

<b>Nursing Uniforms</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Top	RN/LPN/APRN/CRNA – ceil blue	Any other color top
Pant	RN/LPN/APRN/CRNA – ceil blue	Any other color pant
Undershirts	White, grey or black; must be plain (no prints)	Any other colored shirts with printed material; Sheer or tight-fitting
Jackets	“Aultman Nursing” black logo jackets	Any other color or logo jackets; Jackets with hoods

Lab Coats	Neat, clean and in good repair; White or color of uniform	Dirty, soiled or in poor repair; Any other color that is not in the acceptable category
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### Other Clinical Services Uniforms

Other Clinical Services Uniforms	Acceptable	Unacceptable
Nursing/Unit Assistant	Burgundy scrub top & pant	Any other color uniform
Respiratory	Navy blue scrub top & pant	Any other color uniform
Therapy	Navy blue scrub top & pant	Any other color uniform
Radiology	Navy blue scrub top & pant	Any other color uniform
Surgical Technicians/Assistants	Light green scrub top & pant	Any other color uniform
Patient Care Technicians	Navy blue scrub top & pant	Any other color uniform
Mammogram Technicians	Pink scrub top & pant	Any other color uniform
Undershirts	White, grey or black; Must be plain (no prints)	Any other colored shirt with printed material; Sheer or tight-fitting
Jackets	Aultman black jackets with or without logo	Any other color or logo jacket; Jackets with hoods
Lab Coats	Neat, clean and in good repair; White or color of uniform	Not neat, clean and in good repair; any other color that is not in the acceptable category

### Clinical Office Uniforms (Quality, Case Management, etc.)

Clinical Office Uniform	Acceptable	Unacceptable
Top/Pant	Professional business attire	Any item that is not considered acceptable
Top/Pant	RN clinical uniform	Any item that is not considered acceptable

### Work Attire During Off Hours

Work Attire During Off Hours	Acceptable	Unacceptable
Non-Clinical Executives/Managers	Business casual attire	Jeans/fitness attire; Casual
Clinical Managers	Business casual attire; Approved department uniform	Jeans/fitness attire; Casual
Clinical On-Call Employees	Approved department uniform	Jeans/fitness attire; Casual

## Casual Days

Casual Days	Acceptable	Unacceptable
Friday	Aultman sponsored logo wear; Aultman T-shirts	Aultman T-shirts on any day other than Friday
Aultman Sponsored Day	Aultman sponsored logo wear; Aultman T-shirts; Aultman distributed shirts	Non-Aultman sponsored logo wear; t-shirts
Holiday Apparel	Holiday apparel will be permitted the day after Thanksgiving until New Year's Day	Holiday apparel outside of the designated timeframes
Holiday Apparel (Clinical)	Thanksgiving until New Year's Day Holiday scrub top only with uniform pant; Division or department-specific approval	Holiday apparel outside of the designated timeframes

**Violations:** Dress code violations will result in a verbal warning on the first offense and will require the employee to correct the violation immediately. Violations may also be reflected in the employee's evaluation score within the section "Looking the Part" – the personal appearance section. Additional violations will result in the next step of the disciplinary process up to and including termination.

**Source:** N/A

**Related References:** N/A