



## PERSONAL APPEARANCE OF EMPLOYEES POLICY

### 1.12

Effective Date: 07/18

**Purpose:** The purpose of the policy is to outline acceptable work place attire and appearance.

**Failure to Comply:** Employees who fail to comply with this procedure will be subject to disciplinary actions up to and including termination. Any employee who does not meet the standards will be required to take corrective action, which may include leaving the premises. Employees will not be compensated for any work time missed because of failure to comply, in accordance with the Fair Labor Standards Act.

**Policy:** Barren River District Health Department (BRDHD) strives to be an agency where employees enjoy their work environment while creating extraordinary results. Also, we would like our offices to be a place where open communication occurs comfortably across all levels.

Employees are expected at all times to present a professional, business like image to patients, customers, prospects, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the agency.

Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive attire, shorts, novelty buttons, baseball hats, and similar items of casual attire since this clothing does not present a businesslike appearance. Hair should be clean, combed, and neatly trimmed or arranged. No extreme hair styles (i.e. Mohawks, and/or unnatural hair colors) will be tolerated. Sideburns, moustaches, and beards should be neatly trimmed.

Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job. A professional image is paramount for setting the standard of public health to our client base; therefore, awareness of good personal hygiene should be maintained. Good personal hygiene is defined as being clean and presentable, and being absent of body odor. Makeup and perfume/cologne should be used in moderation. At its discretion, the agency may allow employees to dress in a more casual fashion than is normally required when the work

situation finds it necessary. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, form fitting athletic wear, or similarly inappropriate clothing. This does NOT require employees to purchase casual business attire. Employees who prefer to dress in formal or traditional business attire should feel free to do so. The following guidelines will help define day-to-day acceptable business casual attire.

#### **GUIDELINES (Monday through Thursday)**

1. Choose business casual clothing that communicates professionalism.
2. Keep your workday schedule into account when you are dressing. Casual business attire means clothing that allows employees to feel comfortable at work, yet appropriate for an office environment. Casual business attire includes, but is not limited to: slacks, khakis, sport shirts, polo and cotton shirts, skirts and dresses, denim skirts, turtlenecks, sweaters, loafers, and sandals.
3. Slip-resistant, closed-toe shoes are recommended:
  - a) If you provide home visitation to clients, or patients;
  - b) If you work in the environmental department and make field visits to outside areas, schools, restaurants, business, etc;
  - c) When providing direct services in a clinic room.
4. Managers and supervisors are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate. Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public. Questions or complaints that cannot be handled to an employee's satisfaction by his or her supervisor or manager should be taken to the human resources manager.
5. Any employee whose appearance does not meet these standards will be counseled by his/her supervisor or manager. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for this personal appearance policy may result in disciplinary action up to and including termination of employment.

#### **GUIDELINES (Fridays)**

1. The same guidelines for casual dress attire Monday through Thursday apply on Fridays, with the exception that jeans are allowed to be worn on the final Friday of each month. All clothing should be neat in appearance and without tears or holes.
2. Business reasons might require employees to wear business attire on Fridays.

#### **GUIDELINES (All work days - Affects All Employees)**

In keeping with the current dress code, the need for proper appearance from all staff is expected. Therefore, the following guidelines of dress are expected from all employees:

1. Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, or buttocks areas.

2. Clothing should not contain any reference to tobacco, alcohol, illegal drugs, foul language, or contain sexual innuendo.
3. Clothing, to include jewelry and hair, should not be loose or dangle in such a way that it creates a safety hazard.
4. Body piercing jewelry and tattoos must present a discreet and professional image. Ear piercing, excluding gauges, and small nose studs are allowed. All other visible piercings should be removed during the work day. Tattoos should be covered to the extent possible with normal business attire. Offensive tattoos (i.e. profane language, sexual innuendos, etc.) must be covered at all times.
5. DO NOT WEAR tank tops, halter tops, spaghetti straps, sweatshirts, beachwear, shorts, bib overalls, spandex or other form fitting pants, slippers, flip flops, and distracting, offensive, or revealing clothes on any day of the work week.
6. Skirts and/or dresses must be no shorter than 2 inches above the knee throughout the entire circumference of the body. If leggings are worn, a shirt or a dress must be worn over them and must be no shorter than 2 inches above the knee throughout the entire circumference of the body.
7. Athletic shoes may be worn, if appropriate.
8. BRDHD identification badges must be worn at all times. Badges must be clearly visible. If your badge becomes faded, please contact the Human Resources Manager for a replacement.
9. If jeans are worn because of your position or the occasional jeans day, jeans must be free from cuts, holes, and frays.
10. At the discretion of the District Director, during inclement winter weather (<30°, ice/snow in the forecast) staff can wear jeans, heavy sweaters, or sweatshirts. Direct-patient care employees will be required to wear a lab or scrub jacket.

#### **Dress Code Standards for Clinic Staff and School Nurses**

Uniform and designer scrubs can be of any color. Wearing complimentary or matching prints on clothing as seen in uniform catalogues is permitted. Baggy surgical scrubs or Capri scrubs are not allowed. Closed-toed shoes must be worn at all times. Sandals are not allowed. BRDHD branded t-shirts are allowed to be worn with scrub pants. On occasion, street clothes that are in compliance with the general dress code standards may be worn. If nurses are providing direct patient care during such time, a lab coat must be worn.

#### **Dress Code Standards for Community Outreach Staff, Health Educators, and Nutritionists**

When working in clinic, uniform and designer scrubs can be of any color. Wearing complimentary or matching prints on clothing as seen in uniform catalogues is permitted. Baggy surgical scrubs or Capri scrubs are not allowed. Closed-toed shoes must be worn at all times. Sandals are not allowed. BRDHD branded t-shirts are allowed to be worn with scrub pants. On occasion, street clothes that are in compliance with the general dress code standards may be worn.

When working in the community, the general dress code standards apply. If teaching an exercise class, athletic wear may be worn. If providing home visitation to clients or patients, closed-toed shoes are required.

**Dress Code Standards for Environmentalists**

Staff may wear jeans and appropriate length shorts when applicable. Shoes should be safe and comfortable. Thongs, sandals, and shoes without straps are not permitted in the field.

**Dress Code Standards for Janitors and Maintenance Staff**

Work uniforms or scrubs may be worn. Staff may wear jeans.

**Public Relations Activities**

When conducting or attending meetings in a professional setting, media contacts outside of a casual community event, and etc, employee dress must be professional. Jeans or denim items are not appropriate.

Any employee who does not meet the standards will be required to take corrective action, which may include leaving the premises. Employees will not be compensated for any work time missed because of failure to comply, in accordance with the Fair Labor Standards Act.

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**Forms:** None

**References:** [Fair Labor Standards Act](#)

**Contact Person:** Human Resources Manager

**Date Adopted:**

**Policy Origination, Revision, and Review Tracking**

Policy Number	Origination Date	Description of Revision or Reviewer Name
1.12	12.14.2017	HR Manager – Policy Creation