



St. Nicholas Hospital

**Division
Area**

Personnel Division
Human Resources

**Subject
Policy #**

Personal Appearance
HR-Ap.1 (was PD-I.44)

Effective Date

September 2008

(FOR PATIENT CARE SERVICES USE ONLY)

| | | |
|--------------------------|------------------------------|-----------------------------|
| Physician Order Required | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Applies to HH & H | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Performed by: | | |

SUBJECT: PERSONAL APPEARANCE

Supersedes:

Policy #/Name Same

Of (Date): December 2007

POLICY

The personal appearance of our employees reflects the personal professionalism and organizational image we convey to our patients/customers and visitors. The public gains a lasting impression of St. Nicholas Hospital from its contact with the employees. It is, therefore, important that all employees are not only courteous and efficient, but that they contribute to the image of the Hospital through proper dress and personal appearance. Employees will be advised of dress code requirements at the time of employment or transfer.

PURPOSE

To set forth guidelines for acceptable dress for our employees that will assist in displaying a Service Excellence appearance. Departments will have more specific guidelines regarding appearance and attire. It is the department director's responsibility to ensure that all employees have knowledge of Hospital and departmental policies pertaining to dress code and to also enforce such policies and guidelines. Department directors may administer more restrictive guidelines in their units/departments.



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SPECIAL INSTRUCTIONS

PERSONAL APPEARANCE

1. Employees must assure their own personal cleanliness and good hygiene at all times because of their close physical contact with patients, co-workers, and the public.
2. Clothing, whether uniforms or non-uniform, must be clean, neat, and appropriately fitted.
3. Hospital employees are required to wear the personal identification badge issued to them at all times while on duty. The identification badge is to be worn at chest level with picture and name visible and must not be modified or defaced in any way.
4. Buttons or badges worn must be directly related to the employee's employment, vocation, or profession and must be equipped with safety clasps, guard chains, or other devices to prevent loss which might result in food or drug contamination, personal injury, or equipment interference.

Employees are permitted to wear official school or occupational pins; only members of religious orders may wear religious pins. No other insignia, pins, or buttons are permitted to be worn by employees in immediate patient care areas, which include patient rooms, operating rooms, places where patients receive treatment, and corridors and sitting rooms adjacent to patient or treatment rooms or which are used by patients.

5. No excessive use of cosmetics and/or jewelry is permitted (no more than two earrings per ear). Earrings worn in the ear(s) are the only acceptable facial jewelry permitted. Facial and/or upper body tattoos must be covered and not visible. All other tattoos are to be of a conservative nature and size. Tattoos in size of approximately 2 inches in length and width are appropriate if visible. The tattoo must not be of an offensive nature to anyone who would be able to see it.
6. Hair must be clean and worn in a style and color suitable for a business or clinical environment with no excessive hair ornaments. Beards and mustaches must be properly trimmed.
7. Noticeable or heavily scented perfume, cologne, or aftershave lotion is prohibited in office settings. Patient care staff should wear no fragrances.
8. Undergarments must be worn and appropriate to the style and color of the clothing being worn so as not to be visible through the fabric.



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9. Capris and gauchos may be worn with appropriate foot wear. Denim is not allowed.
10. Employees who are required to wear a Lab Coat and/or an apron as personal protection equipment should remove the lab coat or apron before leaving their work area when attending meetings, taking a break or eating lunch in the cafeteria.
11. During attendance at an inservice, work-related meeting or orientation outside of the work area or Hospital, it is expected that employees will adhere to the above expectations, as a representative of the Hospital with the exception of when the program announcement indicates casual attire.

If scheduled to attend hospital inservices on scheduled time off, appropriate casual attire is acceptable.
12. The following guidelines are an exception to the above and apply to special occasions as outlined below:
 - a. Holiday Celebration: Beginning the day after Thanksgiving and through New Years Day, employees may wear appropriate holiday wear including holiday colors and jewelry. Wearing of headwear is not acceptable, except for staff involved in the Annual Christmas Buffet and distribution of the Holiday Christmas gifts. Name badges must be completely visible at all times.
 - b. Green Bay Packer Games: During the regular season and if the Packers are in a playoff game, employees may wear green and gold on game weekends including Friday, Saturday and Sunday. Packer colors and insignia are to be worn on tops only. Wearing of football equipment is not acceptable and, once again, employee name badges must be visible at all times.
 - c. Wisconsin Badger Bowl Games: During the regular season and if the Wisconsin Badger's are in a bowl game, employees may wear red and white on the day of the game. Badger colors and insignia are to be worn on the tops only. Wearing of football equipment is not acceptable and name badges must be visible at all times.
 - d. Halloween: Because it is customary and traditional to dress up in costumes on October 31st for Halloween, the hospital will allow tasteful and light-hearted Halloween apparel. We would encourage employees not to wear anything that is sacrilegious, but various themes are acceptable. Hospital name badges must be visible.

Note: Employees need to be respectful of those employees who desire not to participate in these events. We want to respect our cultural and personal interests.



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13. Department specific dress code policies are to be approved by the Administrative Council.
14. Exceptions to this policy may occasionally be made by Hospital Administration; employees will be notified through the Hospital's standard communication tools of any such occasions.

Department Specific Addendums

Administration

Admitting

Human Resources

Patient Business Services

Administrative Approval:

Mary Brasseaux

Chief Executive Officer

(Signature)

(Title)

**Medical Director/Chair
Approval (if applicable):**

(Signature)

(Title)

Proposed by:

Christine Jensema

Administrative Director,
Human Resources

(Signature)

(Title)

Concurrences:

(Signature)

(Title)