



El Rio Health Center Human Resources Policies and Procedures

Dress Code Policy

Purpose:

To maintain professional dress standards in a manner that demonstrates respect and dignity for employees and patients. Every employee is a representative of El Rio to our patients, visitors, and the public at large. It is important that the statement each one of us makes through our appearance and dress is one of respect to the sensitivities of those we serve, as well as one of professionalism, competence, and pride in being a part of El Rio Health Center.

Good taste and common sense with respect to both safety issues and patient expectations should prevail. Employees are expected to be neat, clean, and appropriately dressed for the assigned work area. The manager in each work area is responsible for setting departmental guidelines in accordance with the intent of this policy. Senior managers and supervisors are responsible for assuring that departmental guidelines are consistent with the overall policy.

Center-Wide Guidelines

The following are **prohibited** at all times during hours of clinic operations.

- Bath and bathing wear
- "See-through" blouses
- Plunging necklines
- "Spaghetti" straps
- Tank tops
- Sundresses
- Mini-skirts
- Gang-related clothing
- Dog collars, excessive visible body piercing
- Leggings
- Torn pants/slacks
- Shorts
- Work-out clothes
- Sleeveless T-shirts for men
- Not wearing appropriate undergarments.
- Skorts or culottes

Guidelines for the securing of employees hair below collar length, appropriateness of artificial nails and wearing colored denim will be at the discretion of the department manager.



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Shoes should be appropriate for the work area. The department manager will need to designate what is appropriate for their department and/or type of work the employee performs.

Casual Dress day will be Fridays or other days designated by the Director of Human Resources. Definition of Casual Dress is not formal, yet not sloppy.

Casual Day Dress Guidelines - Not All Inclusive

Acceptable Dress: Women

- Khaki slacks or skirts
- Polo shirts
- El Rio T-shirts
- Blue denim slacks or skirts that are clean, not washed out, and fit appropriately

Acceptable Dress: Men

- Khaki slacks
- Polo shirts
- El Rio T-shirts
- Blue denim slacks that are clean, not washed out, and fit appropriately.

Good taste and cleanliness are expected to be adhered to at all times.

The dress code for departments such as maintenance, whose duties are unique, will be at the discretion of the department manager.

The nursing and dental staff will wear nursing uniforms, scrubs and/or lab coats in all departments and locations.

Departmental Professional Dress Code

Shoes should be comfortable, professional and closed toe.

Hair should be secured in a way that is not free flowing.

I.D. Tags should be worn at all times.

Fingernails should be manicured, clean and kept a professional length, no longer than finger tips.

Each department has the right to set their own professional dress code policy, as long as it meets the above minimum dress code.

Safety and Hygiene Considerations

Employees who work in patient care areas, work with movable or medical equipment, or in other areas where footwear safety concerns exist, are required to wear closed-toe shoes at all times.

Requirements for lab coats, uniforms, and/or protective clothing will be established on a departmental basis. Heavily scented perfumes and colognes are not permitted because of sensitivity or allergic reactions in patients and co-workers. Fingernails should be clean and neatly trimmed to lessen the danger of



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infection and the chance of scratching a patient when providing care. Personal cleanliness and hygiene should be consistent with the requirements of a medical facility.