

SAMARITAN LEBANON COMMUNITY HOSPITAL
Human Resources Policies and Procedures

DRESS STANDARD POLICY

APPROVED Constance Erwin **DATE** 05/15/07
POLICY

Samaritan Lebanon Community Hospital expects an employee's work attire to reflect a professionally operated organization. The scope of this policy is to define a minimum standard of dress and appearance for employees of Samaritan Lebanon Community Hospital. Managers may create additional standards beyond this minimum policy. Managers are required to discuss appropriate dress with each new employee during the orientation process.

SAFETY/INFECTION CONTROL ISSUES

1. All footwear will have closed toes and secured backs (closed back or strap). Employees in office environments may be exempt from this standard at their manager's discretion.
2. No acrylic nails on any employee performing direct patient care.

PROFESSIONAL APPEARANCE ISSUES:

1. No denim (all colors) jeans, shorts, capris, sweats, leggings, stretch stirrup-pants or fleece pants will be worn. Administrative exception to wear denim limited to the following job titles: Laundry truck driver, Groundskeeper, Plant Engineers.
2. The fit and style of the clothing should reflect the professional standards as expected by the patients we serve.
3. T-shirt's, tank tops, undershirts (worn as an outershirt), sweatshirts, see through or low cut tops will not be worn.
4. Clothing will be clean, pressed and in good repair.
5. All employees will wear identification name badges while at work.
6. Since the incidence of asthma, respiratory allergy and discomfort relating to odors is increasing, Samaritan Lebanon Community Hospital encourages a "fragrance free" environment. For the comfort of patients, visitors and co-workers, fragrances (scented after-shave, cologne, perfume, other scented lotions, etc.) should be used minimally.