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## Policy & Procedure

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Revision #: 1

Owner: Administration

Authorized by: SHS Policy and Benefits Committee

### SHS Dress Code Policy

#### APPLICATION

All employees who work at SHS performing regular duties and are representing the organization to the public.

#### POLICY

A professional image standard is expected for all Samaritan Health Services (SHS) staff. Dress and grooming guidelines promotes a consistent professional image throughout the organization and portrays to customers and employees a safe, confident and comfortable environment and consistent with SHS mission, vision, and values.

As an employee of Samaritan Health Services staff members are expected to maintain a professional image while working in the clinics, health care areas, and office and while attending company events, seminars, training, conferences or meetings on campus or off-site. It is vital for the safety and security of staff, patients and families that employees follow and adhere to the company's professional and uniform dress standards.

This policy outlines the minimum requirement for professional appearance. A manager or supervisor shall retain the discretion to set higher standards for employees, based on patient contact or job function. Higher standards should be communicated in unit/department orientation, reviewed in performance evaluation or as appropriate.

#### DEFINITIONS

Patient care area: any area in which patients are present for clinical reasons. This includes the entrance to any unit or clinic, nursing stations, patient rooms and reception/waiting areas.

#### PROCEDURE

Implementation:

1. To support a professional image employees should follow these general guidelines:
  - Clothes must be clean, neat and in good condition without tears or obvious stains.
  - Employees must maintain clean personal hygiene, address body odors and avoid strong perfumes.
  - Hair must be clean, neatly trimmed and contained in such a manner that it does not come in contact with patients.
  - Hairstyles, hair color and cosmetics should project a professional image.
  - Jewelry should be small and simple.
2. Uniforms, if approved, will be maintained neat and clean.
3. Grooming Standards

Grooming is essential for the overall professional appearance of all employees. In a hospital environment, including all clinical and non-clinical areas, it is important for employees to be clean and well groomed.

#### Reasonable Accommodation

SHS is an equal opportunity employer and is fully committed to the principle of nondiscrimination in all employment related practices and decisions. Employees requesting an exception to this policy based on religious beliefs or disability accommodation should be referred to the Human Resource (HR) department.

REFERENCES None

#### REVIEW/REVISION HISTORY

Date of Revision	Revision #	Revision / Review	Revision Description	Collaborated With (i.e. Standardization Committee, VP's, Quality, Risk)
11/1/2016	0	New		Compliance, Quality, Policy and Benefits Committee
2/2018	1	Revision	Grammatical error correction	Policy and Benefits Committee, SEC
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