



Current Status: Active

PolicyStat ID: 458313



ST. JOSEPH HOSPITAL

Original: 11/1988
 Review: 11/2012
 Next Review: 11/2015
 Policy Champion: Wesley Layne: Director of Human Resources
 Policy Area: HR - Employment
 Applicability: Nashua St. Joseph Hospital

Dress Code, HR-30

PURPOSE:

To establish a dress code guideline.

POLICY:

In order to promote a professional appearance, this policy allows each Director to establish a dress code appropriate to their department/facility.

PROCEDURE:

It is the expectation that employees will dress appropriately and in good taste. Individual department/facility dress code will be determined by the appropriate Director. Outlined below are some general dress requirements, which apply to all employees. Additionally, employees are responsible for adhering to any established dress code for the area in which they work. Please, see manager or director if you should have questions.

1. Employees are expected to be clean and well groomed at all times. Offensive body odor and excessive cologne or perfume is not acceptable. Hair and fingernails should be clean, neatly groomed and reasonable in appearance.
2. Uniforms, if required, should be clean, neat, and correctly fitted.
3. Facial jewelry of all types is not allowed. Excessive necklaces, earrings, bracelets, and rings are not permitted.
4. Body art, such as tattoos and piercings must be covered while at work. Only piercing of ears is to be evident during working hours.
5. Shoes should be in good condition and of the appropriate style for the type of work being performed.
6. A St. Joseph Healthcare identification badge must be in view and readable at all times.

RESPONSIBILITY:

Director, Employees

Attachments:

No Attachments