

## **POLICY AND PROCEDURE MANUAL**

<b>DEPARTMENT:</b> Administration	<b>ISSUE NO:</b> 831-200-251
<b>EFFECTIVE DATE:</b> April 2010	<b>SUPERSEDES DATE:</b> February 13, 2008

### **SUBJECT: DRESS CODE**

#### **PURPOSE:**

The Dress Code policy is designed to maintain and perpetuate the reputation of University Hospital (UH) employees for providing outstanding health care and customer service. By adhering to professional standards of dress, safety, and hygiene throughout the facility, all UH employees will project competence and credibility during their interactions with patients, colleagues, and the general public. At the same time, the policy ensures that all UH employees will support the hospital's vital effort to create and preserve a safe, therapeutic environment that controls infection and facilitates treatment and healing.

Given the wide range of UH employee responsibilities and work situations, department managers will adjust this policy's general dress guidelines when necessary, such as to meet heightened safety and/or infection control requirements in a clinical setting, or to fulfill other specialized obligations that might arise for employees representing UH to the broader public.

#### **APPLICABILITY:**

This policy applies to all on-duty regular and temporary, full-time, part-time, per-diem employees, physicians, doctors, students, volunteers, vendors working on behalf of UH, or any other individuals using the institution for clinical experience or clinical research, on all shifts, and at all sites.

#### **RESPONSIBILITY:**

All levels of management, including department managers and supervisors are responsible for teaching, role modeling and enforcing the Dress Code policy through consistent application. Residency Program Directors are likewise responsible for UMDNJ and rotating residents' compliance with this policy.

#### **POLICY:**

1. Managers and supervisors may prohibit staff members from working until they change into appropriate attire or make other adjustments necessary to comply with policy. The employee may be required to leave the hospital without pay until returning in appropriate attire.
2. Standards of dress and appearance will be communicated to position applicants during the interview process and to newly hired employees as part of UH orientation and as part of the specific department orientation. Failure to comply with these standards or specific department dress code will result in progressive disciplinary action.
3. Some duties may require employees to wear uniforms/scrub suits or safety articles, or to adhere to more specific requirements than those set forth in this policy. Supervisors will inform employees when they are subject to more restrictive unit/departmental appearance or dress code standards that supersede this policy's general guidelines.

4. Students need to follow their school or institution's uniform and/or dress code policy if more specific than requirements set forth in this policy. All other requirements in this policy apply.
5. Closeness and frequency of contact with patients, the public and fellow employees demand a high degree of personal cleanliness at all times. Such cleanliness is an essential condition of quality patient care and overall professional demeanor.
6. When an employee requests reasonable accommodation for religious or disability reasons, supervisors shall consult with the Office of Workplace Diversity to ensure compliance with state and federal laws. In all cases however, it is expected that the underlying purpose and principles of this policy will be fulfilled.

## **GUIDELINES:**

### **A. Identification Badge:**

1. The UMDNJ identification badge is a required part of each employee's attire and must be worn at all times while on duty, above the waist, and visible to the public.
2. Badges are not to be covered with pins, ornaments, stickers, or any other objects. The front face of the badge is to be clean and displayed front-side-out (not covered or reversed) so that the name and photo are always visible.

### **B. Attire:**

Neat and clean dress demonstrates pride in the job and is a courtesy to those around you.

1. Clothing worn by staff members must be neat, clean, wrinkle free, and in good condition, free from offending odors, and fit properly.
2. Employees must wear appropriate undergarments to avoid an unprofessional appearance.
3. University Hospital does not have "casual" or "dress down" days.
4. Certain departments may require special dress standards, such as wearing uniforms. In those areas that have a defined uniform, the guidelines for that area will be followed.

Examples of inappropriate dress that may be offensive and unprofessional include, but are not limited to:

- a. Mini-skirts
- b. Dresses or skirts with excessively high slits
- c. Excessively tight, sheer, or revealing clothing, low cut/slung garments
- d. Fish-net stockings
- e. Denim blue jeans, skirts, or jackets, including "dark wash" denim. Denim jean clothing in colors other than blue are acceptable if they are clean, and in good condition with no holes, ragged hems, frayed, or patches.
- f. Shorts or cut-offs
- g. Leggings, stretch pants, spandex, and any pants above the calf

- h. Pants worn below hip level (“sagging”) or excessively loose clothing
- i. Halter tops, tank tops, low cut or see-through blouses/shirts, muscle shirts, shirts that expose the midriff, clothing that exposes undergarments or could be perceived as sexually provocative to a reasonable person
- j. Under garments should not be visible under clothing and/or through clothing. Neutral under garments should be worn under uniforms.
- k. Backless dresses or tops, spaghetti strap blouses, unless worn with a jacket
- l. Faded, tie-dyed, bleached, torn, ripped, frayed, patched, un-hemmed clothing or clothing that gives an unkempt appearance
- m. Caps, hats, or bandanas unless worn for medical or religious reasons or for nature of specific duties (physical plant). Baseball caps are not acceptable unless part of established departmental uniform. Hoods are never appropriate to wear while working.
- n. Clothing, including t-shirts, sweatshirts, caps, jackets, etc. with lettered logos or advertising (unless the logo identifies University Hospital or UMDNJ), or with offensive/suggestive images or messages, clothing with logos for alcoholic beverages, tobacco products, nudity, or illegal substances.
- o. Beachwear and sportswear, sweat pants, sweat suits, jogging suits, velour sweat suits, exercise clothes, fleece or flannel.

Examples of appropriate dress:

- a. Suits
- b. Dress pants, no more than 3” above the ankle
- c. Business casual dress pants (i.e., Dockers, chinos, khakis)
- d. Skirts
- e. Casual dresses
- f. Dress shirts, ties recommended
- g. Button down blouses
- h. Collared polo shirts
- i. Sweaters, vests
- j. Sports coats, blazers
- k. UH/UMDNJ collared shirts, sweaters, and pants
- l. Tucked in shirt-tails

**C. Hosiery and Socks:**

Direct caregivers: Hosiery or socks must be worn at all times.

Non-direct caregivers: Do not have to wear hosiery or socks as long as a professional appearance is maintained.

**D. Accessories, Jewelry, and Adornments:**

Excessive jewelry and accessories must not pose an infection or physical hazard to the patient, self or to another person or cause a distraction.

- 1. Accessories should be simple and conservative.

2. Jewelry worn by employees must be reasonable shape and size, appropriate to the work setting, and may not interfere with patient care, job performance, or safety. Earrings and small nose studs are the only acceptable forms of visible or detectable pierced jewelry. Rings must be small enough to allow for the use of gloves, with no risk of tearing the gloves.
3. Wallet chains or any hard chain apparel, including, but not limited to, metal chain belts and clothing ornaments, are not permitted.
4. Visible tattoos and body art may offend some patients, visitors, and co-workers while at the workplace and should be covered whenever possible. Managers also have the discretion to require that an employee cover any tattoo(s) or combination of tattoos that could be considered offensive.

**E. Grooming and Personal Hygiene:**

Good personal hygiene is required. Other employees, as well as patients and guests, have a right to expect general cleanliness and good dental hygiene from the staff.

1. Every individual must be physically clean, well groomed, and take steps to ensure appropriate general body hygiene (cleanliness, lack of offensive body/mouth odor, cigarette or cigar smoke odor, etc.)
2. Every individual should avoid excessive use of fragrances, and must be sensitive to scented chemicals that may be offensive, cause allergic, or other adverse reactions for patients, visitors, or staff.
3. Excessive makeup should be avoided.
4. In most instances, an employee may wear his or her hair the way he or she chooses while working, as long as it remains well trimmed, well groomed, and business-like in appearance. Long hair must not obstruct vision and must be controlled to prevent contact with the patient, equipment, or supplies. A hair net may be required in certain settings.
5. Beards, mustaches, and sideburns are to be neatly trimmed and groomed and should not interfere with job performance and safety.
6. Artificial nails may not be worn by staff involved with direct patient care. Fingernails should be trimmed, clean and neat, should not interfere with job performance and should comply with the Infection Control fingernail policy.
7. Proper handwashing techniques are important for personal safety and control of infection.

**F. Footwear:**

For safety reasons, all employees must wear shoes that are appropriate to their job. Shoes should promote a professional appearance, and be clean and in good repair.

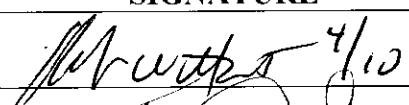
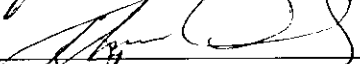

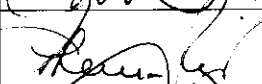
1. Direct caregivers: Closed-toed shoes must be worn at all times. They must provide safe, secure footing and offer protection from hazards in the work area.  
Non-direct caregivers: Open-toed shoes may be worn as long as they look professional.
2. Protective shoes with reinforced toes are required when specified by individual departments.

The following are not appropriate footwear for the workplace.

- a. Slippers
- b. Thongs (even if “dressy”) or beach shoes
- c. Flip flops (even if “dressy”)
- d. Excessively high-heeled shoes. Heel height must not be more than 3 inches as not to pose a threat to the individual’s safety or ability to maneuver freely as required by the job.
- e. Sports sandals
- f. Rubber rain boots
- g. “Timberland” or other work boots, if not required for nature of specific duties.

**G. Other Considerations:**

1. Chewing gum is not considered appropriate in the presence of patients, visitors, or guests.
2. Employees are not permitted to wear sunglasses indoors.
3. The use of earphones, headphones, Bluetooth devices, Walkman or iPod in public or patient care areas is not permitted, unless a necessary part of the job, such as dictation/transcription. Use outside of these areas is allowed only at the discretion of management. Use in the UH dining room while on break or lunch is permitted.
4. Department managers will exercise judgment and discretion to permit exceptions to the policy when appropriate, such as celebration costumes, department moving/relocation, special inventory occasions, or other emergencies.
5. No department manager has independent authority to implement a different department specific policy. Any department that wants to introduce uniforms or requires a department specific uniform policy must have approval of the Service Excellence team to ensure uniform uniformity.

APPROVED BY	TITLE	SIGNATURE
Robin D. Wittenstein, Ed.D	Acting President and Chief Executive Officer	 4/10
Thomas Daly	Chief Financial Officer	
Suzanne H. Atkin, MD, FACEP	Chief Medical Officer	 4/21/16
Theresa Rejrat, RN	Vice President of Patient Care Services and CNO	
Vincent Barba, MD, FACP	Medical Director for Quality Improvement	