



POLICY NO: 115

TITLE: **Personal Appearance**

HUMAN RESOURCES

OSF HealthCare is dedicated to having all employees present a professional appearance to those we serve. An organization may be judged not only by the quality of its services but by the appearance of those providing the services. Therefore, while freedom of individual expression and changing styles and fashion are recognized, it remains important to convey a sense of professionalism to patients and their families, visitors and business associates. Appropriate clothing and good habits in personal hygiene are important aspects in personal appearance.

It is the responsibility of all OSF leadership to assure that employees are dressed in an acceptable manner consistent with their specific environment, and appropriate for interaction with individuals they come in contact with. In order for OSF HealthCare to continue to maintain a professional atmosphere, attitude, and to promote safety for all employees, the following information is intended to serve as a guide to help define appropriate dress for employees in various settings. It is not intended to be all inclusive. Rather, it sets the general parameters for proper attire and allows employees to make intelligent judgments about items that are not specifically addressed. Department leadership is responsible for interpretation of the guidelines, and as necessary, may require more stringent or restrictive, but not more lenient, dress codes, as deemed necessary by their functions. Department specific requirements must be approved by the appropriate Vice President.

If there is any doubt about whether an article of apparel is appropriate, assume it is not. When in doubt, dress conservatively. All clothing must be neat & clean, properly fitted, and meet the job specific requirements. Attire should not be revealing, and undergarments should not be visible.

Clothing

1. **Shirts:** Casual shirts with collars, knit tops, sweaters, turtlenecks, polo shirts, in high quality material are acceptable. Inappropriate items include: Shirts and jackets made from denim, T-shirts, sweatshirts, tank tops, halter tops, hooded shirts, and any tops with bare shoulders unless worn under another blouse or jacket. Shirts with messages, advertisements, slogans, photographs, large lettering or logos (with the exception of OSF logos) are also inappropriate. Shirts should be of an appropriate length and cover the midriff when arms are extended over the head.
2. **Slacks:** Casual dress slacks are acceptable. Denim jeans of any color, cargo pants, sweatpants/suits, shorts, pants above the ankle, capris, bib overalls, spandex or other form fitting pants are not allowed. However, brown or black denim jeans may be allowed in Maintenance departments, if approved by the appropriate Vice President.
3. **Dresses and skirts:** Casual dresses, jumpers, skirts, and split skirts, not greater than 2 inches above the knee, are acceptable. Dresses and skirts made from denim are not acceptable.
4. **Scrubs:** Designated departments will be allowed to wear scrubs. Only solid colored scrub pants may be worn. Printed scrub tops may be worn, if the print is appropriate

for the workplace. A solid color-coordinated T-shirt or white T-shirt may be worn underneath scrub tops provided it does not hang out below the end of the scrub top. Hospital scrubs should never be worn or carried off OSF property without being signed out by proper authorization.

5. Casual clothing will be acceptable for attendance at department meetings that require employees to come into the operating unit on a scheduled day off. Casual clothing may also be worn by those employees coming and leaving work, if they change into appropriate attire once they get to their department.

Footwear

1. For employees whose primary job is in a clinical area, footwear is limited to closed toe shoes without any holes on top, such as athletic shoes, tennis shoes, and non-vented Crocs/clogs with a strap around the heel.
2. For employees whose primary job is in a non-clinical area, open toe shoes and dress sandals, in addition to dress, closed toe shoes, are acceptable as long as department safety guidelines are not violated. Heel height should not be greater than 3 inches. Socks/stockings are not mandatory providing a professional appearance is maintained and the department specific dress code does not require them. Athletic shoes, tennis shoes, and sneakers are not to be worn, unless the department safety guidelines require them.
3. Flip flops, barefoot shoes, and slippers are not appropriate for any setting. Footwear should generally be professional and appropriate for the workplace.

Settings Requiring Uniforms

Some departments may require a standard uniform as their dress code. Specific dress code and uniform requirements will be maintained for each department requiring a uniform. It is the responsibility of employees to supply and clean their own uniforms, except in specialty areas as defined by OSF HealthCare.

Grooming

1. Good personal hygiene is expected of all employees.
2. Hair needs to be clean, neatly styled and manageable for the job performed. Hair ornaments must be kept to a minimum and hair color should be of a natural tone. If the length of the hair could impose a safety hazard for the job performed, it needs to be fastened away from the face. Employees who come into direct contact with patients and/or food preparation may be required to cover their hair and/or beard with a hair net or cap in order to comply with Public Health regulations.
3. Male personnel are expected to be clean shaven or wear neatly trimmed mustaches, sideburns, and beards not greater than two inches in length.
4. Make-up needs to be moderately applied and appropriate for professional/business appearance.
5. Tattoos must be concealed and covered to maintain a professional appearance. If the tattoo is unable to be covered by clothing, it must be covered by a bandage when at work.
6. Odors should not be excessive. No overpowering odors (fragrances, body odor,

tobacco or other smoke, etc.) shall be noticeable from an employee during work hours.

7. Fingernails are to be neatly manicured and of reasonable length (less than ¼ inch in length). For those individuals providing direct patient care, cleaning patient/treatment rooms, and or/preparing items that touch the patient or are used for patient care, artificial nails, extenders, or enhancements are not allowed. Anything applied to natural nails, other than nail polish, is considered an enhancement. Nail polish colors need to be appropriate for professional/business appearance.

Accessories

1. Except for small conservative earrings placed in the ears, any other visible “piercing” jewelry (including nose, lips, eyebrow, and tongue piercings) is not acceptable.
2. Jewelry and other adornment must be simple and appropriate for job duties.
3. Pins, stickers, or other adornments that are not OSF-provided, do not recognize an OSF HealthCare sponsored activity, and/or are not for employment-related certifications/qualifications are not allowed. Pins may not be placed on or through the employee name badge.
4. Hats/caps and sunglasses, unless authorized by the department leadership as specific to a job, are not to be worn while on duty.

Name Badges

1. Name badges must be worn by all employees while on duty and for OSF related business.
2. Name badges will be worn with the picture facing out and worn in a visible location, as appropriate per the work area.
3. Name badges and/or plastic badge holders are to be replaced if lost or the plastic becomes ragged.

Jeans for a Cause Days

Senior leadership may, at their discretion, authorize a “Jeans for a Cause” work day. These days will be limited to no more than once per month. All other aspects of this Personal Appearance policy must be adhered to on “Jeans for a Cause” work days. Jeans worn on these days should not have holes or be frayed. In some patient care settings, Jeans for a Cause days are never appropriate and may not be approved by senior leadership.

Exceptions to dress or uniform codes for bona fide physician certified health reasons may be made.

Non-compliance with the dress code will be addressed through the Positive Discipline Policy (See Policy #601, Positive Discipline).

Questions about specifics on this policy can be addressed through the department leader or Human Resources.

Effective: 07/02/12

Revised: 10/1/12