

DEPARTMENT: Human Resources	POLICY DESCRIPTION: Personal Appearance / Dress Code
PAGE: 1 of 2	REPLACES POLICY DATED:
EFFECTIVE DATE: November 17, 2014	REFERENCE NUMBER:
DIVISION/LOB/ENTERPRISE: Enterprise-Wide	

<p>OBJECTIVE:</p> <p>The organization recognizes that the personal appearance of the organization’s team members is reflective of the high level of competency and professionalism of the organization. It is the intent of this Policy to provide standards of dress, grooming and overall personal appearance for team members.</p>
<p>POLICY:</p> <p>Pearland Medical Center including all entities owned and operated by HCA is committed to its responsibility of providing high quality patient care and an exceptional patient experience. Therefore, Pearland Medical Center establishes and maintains an environment of dress that reflects quality care, professionalism and a spirit of service and hospitality. The overall dress, grooming, and personal appearance of each team member help to create this environment. Accordingly, team members are expected to be neat, clean, and properly groomed in a manner that is safe and appropriate for the work they perform and to reflect a high level of professionalism, competence and caring.</p> <p>The provisions set forth in this policy apply to all Pearland Medical Center team members and are supplemented by any individual department dress code policies, which may match or exceed the minimum standards indicated by this policy.</p>
<p>COMPLIANCE:</p> <p>Each department manager/supervisor is responsible for regularly and fairly enforcing this policy and any department policy, in conjunction with Human Resource personnel. Team members are also responsible for self-compliance. Any team member found in violation of this established policy will be unscheduled from work and sent home to change dress/grooming. Hospital scrubs will not be issued to team members who arrived to work inappropriately dressed. The team member will not be paid for anytime away from his/her department if asked to go home to change as a consequence of their failure to dress properly. Repeated violations will be subject to progressive discipline, up to and including termination.</p>
<p>PROCEDURE:</p> <p>1. GENERAL (CLINICAL & NON-CLINICAL)</p> <p>a. Employee Badge</p> <p>(1) All team members are provided with and are required to wear a photo identification badge provided by Pearland Medical Center. These identification badges are to be worn on the front of the body, above the waist, with photograph and name plainly visible.</p> <p>b. Grooming</p> <p>(1) Overall, personal grooming must be neat and within the standards generally observed in a professional business environment. In all cases, cleanliness and good hygiene is expected on a daily basis.</p> <p>(2) Fingernails must be clean, neatly trimmed, and filed to avoid injuring patients or other employees. Fingernail polish in conservative colors may be worn. Extremely long, chipped or bright fingernail polish or busy designs are not permitted. Artificial nails are prohibited in clinical or patient areas due to safety issues.</p> <p>(3) Makeup should enhance one’s appearance, not distract from it. Makeup must appear professional and natural and should be conservative in styles and colors. Frosted, bright colored eye shadow (i.e.,</p>

bright green, purple, pink, etc.) or excessively dark, thick eye liner worn under the eye or on top of the eyelid is not permitted.

c. Cologne/Body Aroma

- (1) Recognizing that scents, including but not limited to, body odor, smoke, perfume, lotion, cologne, and after-shave, may trigger an adverse health reaction to individuals who suffer from various respiratory conditions and illnesses, the use of fragrances must be in moderation and non-offensive to those surrounding you, including colleagues.

d. Hairstyles/Facial Hair

- (1) Hair styles and color should be conservative and conform to the best business and professional standards that are established by the organization and individual departments. Unnatural hair color or bold, trendy hairstyles are not permitted. Long hair must be properly styled or restrained so as not to interfere with patient care. Men with a beard or mustache must make sure they are neat, trimmed, and well groomed.

e. Jewelry

- (1) Jewelry should be conservative and professional in appearance. Any jewelry worn must not interfere with the ability to perform one's job. For the safety of patients and team members, those who have direct patient contact should not wear the following items: long, dangling or hoop earrings, bright accessories, loud bracelets or any other inappropriate jewelry that may present a distraction to team members or danger to patients.

f. Body Piercing

- (1) No visible body piercing is allowed except for ears. The wearing of all other piercing accessories on the face/body (including tongue) visible to the public is not allowed, except for bona fide religious or cultural reasons. The wearing of ear stretchers, ear plugs or ear tapers is not allowed.

g. Tattoos

- (1) In keeping with a professional image, all tattoos or body art must be kept covered while at work.

2. BUSINESS APPAREL – BUSINESS DRESS

a. Clothing Fit and Maintenance

- (1) Clothing must be clean, free from stains, fading, and odor, neatly maintained, and in good repair. Torn or ripped clothing are not acceptable. Excessively tight-fitting or baggy clothing is unprofessional and not permitted.

b. Acceptable Clothing

- (1) Clothing that is made of quality fabric, conservative colors and moderate styles are acceptable. Tops, blouses, vests, sweaters, and jackets should fit well and maintain a crisp, professional appearance throughout the day. Dresses, skirts, ankle-length slacks are also acceptable business attire.

c. Unacceptable Clothing

In an effort to provide clarity on items that are not considered to be approved attire, the following items should not be worn:

- Logo t-shirts, hoodie sweat shirts, sequined tops and spaghetti-strap, sleeveless, or lacy camisole tops and dresses, or ties with cartoon or offensive prints are not permitted.
- Any pants shorter than ankle-length (i.e., all pants must be at or below the ankle), skirts, shorts, sweat pants, denim or leather pants, and spandex yoga or athletic type clothing. Baggy pants that are worn below the hips or that expose undergarments. Shrunken or tight pants of any kind. Pants may not pull tight up and around the bottom, legs or abdomen areas.
- Extreme fashion trends including excessively bright colors, cartoon or bold prints, and revealing clothing.
 - Hats are not appropriate to be worn on the job except for bona fide reasons including medical, religious, and job-related. Hats should be neutral in color and free from offensive or controversial images or writing.
 - Inappropriate footwear as *dictated by safety regulations*. Open toe shoes are only permitted in non-patient care areas. Flip-flops of any kind including thong-style flip-flops, beachwear flip-flops, yoga flip-flops, etc. are not appropriate.
 - Any immodest or unkempt clothing. See Clothing Fit and Maintenance section above.

d. Footwear

- (1) Team members are expected to wear footwear that is clean, odor free, safe, durable, meets the high professional standards of the organization, and is consistent with the physical demands of the job. For positions wearing business casual attire, footwear should be polished and free from scuffs and stains.
- (2) Acceptable shoes in the clinical setting include: shoes that meet your requirements in terms of comfort and that are neither dirty, unkempt, overly bright nor fluorescent. Athletic shoes in conservative, earth tone colors worn with color matching shoe laces are allowed for nursing staff and those in clinical areas only. For safety purposes, all team members providing direct patient care, specimen handling, or work or enter a patient care area must wear close toed and closed heel shoes.

References: Specific Departmental Uniform Policies

3. CLINICAL AREA

The following standards are to be upheld in patient care areas. Patient care areas include 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.

a. General / Grooming

- (1) Compliance with all procedures outlined in the General appearance category above including grooming, hairstyle and facial hair, body aroma, jewelry and body piercing, tattoos and footwear.

b. Uniform Type

- (1) Clinical staff will wear approved scrubs as identified on the attached Addendum. On select holidays and special occasions, nurses and nurse assistants may wear approved printed scrub tops available on the Pearland Medical Center's uniform website or from home (with prior Director approval) if it is not faded and meets fitting policy requirements.

c. Layering

- (1) Clinical staff may layer a white or black shirt underneath approved scrub tops. Layering of clothing over scrub tops in the clinical area is to be with approved scrub cover only such as a color-coordinated warm-up jacket or lab coat, as deemed appropriate for each department and clinical position. The uniform top should have the embroidered "Pearland Medical Center" visible at all times.

d. Footwear

- (1) Acceptable shoes in the clinical setting include: shoes that meet your requirements in terms of comfort and that are neither dirty, unkempt, overly bright nor fluorescent. Athletic shoes in conservative, earth tone colors worn with color matching shoe laces are allowed for nursing staff and those in clinical areas only. For safety purposes, all team members providing direct patient care, specimen handling, or work or enter a patient care area must wear close toed and closed heel shoes.

e. Uniform Fit and Maintenance

- (1) Scrubs should fit comfortably and not tightly hug the body, or reveal any body areas when bending or stretching. Scrub bottoms should not drag on the floor or under shoes. Faded, dirty, shrunken, torn, stained or wrinkled scrubs are not permitted. Scrub tops and bottoms are to be color coordinated as defined for each clinical department.

Uniform Color Specifications

CLINICAL UNIFORMS – to maintain color code compliance and color consistency only the following approved uniform colors and styles are permitted by division:

Clinical Staff Category	Assigned Scrub Colors / Uniform	Layering Option Color(s)
Registered Nurses Inpatient Units/Cath Lab	Royal Blue	Embroidered Royal Blue jacket or solid t-shirt colors*
Registered Nurses/Surgical Techs (Woman and Baby)	Teal Blue	Embroidered Teal Blue jacket or solid t-shirt colors
Registered Nurses/Surgical Techs (Surgery)	Ceil Blue	Accessed via Scrub Vendor in approved areas
Nurse Assistants Unit Sec (Direct Patient Care)	Navy Blue	Embroidered Navy Blue jacket or solid t-shirt colors
Technicians: Radiology, Lab, Pharmacy, Respiratory	Grey (pewter)	Embroidered Grey (pewter) jacket or solid t-shirt*
Pharmacists	Business casual dress attire is required under lab coat.	Embroidered knee length white lab coat.
Administrator-on-Site (AOS)	Royal Blue	Embroidered mid-thigh length white lab coat.
Clinical Supervisor	Grey (pewter)	Embroidered Hip length white lab coat (30" length)
Case Mgr/IC Coord/Quality RN/Education Mgr	Business casual dress attire is required under lab coat.	Embroidered mid-thigh length white lab coat.

*white/or black T-Shirt

NON-CLINICAL UNIFORMS

Non-Clinical Uniforms are to be maintained and renewed as necessary by each department director.

Non-Clinical Staff Category	Assigned Uniform Color(s)
EVS Housekeeping	Wine Top/Black Bottoms
Food Services	Black/Royal Blue; Department Specific Shoes, Hat
Security	Black Shirt/Button-down/collar
Facilities	Blue Shirt/Button-down/collar
Registration	Gray Sweater/Royal Blue Shirt/Blouse
Communications (PBX)/Front Receptionist	Gray Sweater/Royal Blue Shirt/Blouse
Liaison (ED Receptionist)	Black Sweater/Light Blue Blouse/Shirt
Admin Professional (as approved)	Navy Blue Sweater/White Blouse/Shirt
Unit Secretary/Department Secretary	Gray Sweater/Light Blue Blouse/Shirt
Supply Chain	Black Shirt/Jacket