

DIAKON LUTHERAN SOCIAL MINISTRIES

POLICY AND PROCEDURES

Subject: Personal Appearance – DCFCM Programs

Policy Number: EH-B-126A

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Issued By: DCFCM Management Team

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I. Standard:

Staff members are expected to dress appropriately for their position and the environment in which they are working, with good grooming and personal hygiene, with safety in mind.

II. Purpose:

To ensure that consumers and families are provided care in a respectful manner.

III. Implementation:

- A. General dress code standards that apply to all staff working in DCFCM programs are as follows:
1. Pierced jewelry should be tasteful and should not interfere with the physical tasks required for an employee's position. Clear gage earrings no larger than the size of a dime are permitted.
 2. Tattoos with offensive or questionable language should be covered at all times.
 3. Each employee is provided with an identification badge to be worn in the office and when representing the agency at professional meetings in the community. Employees should use their judgment about wearing their badges while working in homes and/or the community, but should have their badges with them at all times in case they are needed.
 4. Footwear should be safe and appropriate for the work environment. Any staff members who are involved in sports or physical activities with consumers should wear supportive, close-toed shoes or sneakers. "Flip-flop"-type sandals are unsafe for the work environment and not permitted.
 5. T-shirts should be neat, clean and free of graphics or any offensive language.
 6. Tank and "spaghetti strap" tops are not permitted.
 7. Dresses, skirts and/or long tunics should be no more than two (2) inches above the knee. Ankle or Capri-length pants are permitted.
 8. Any staff involved in outdoor activities with consumers may wear shorts in the summer as approved by their supervisor. Shorts should be no shorter than 2 inches above the knee.

9. When appropriate and with supervisor approval, staff may wear appropriate jeans in the work environment, and for home or community visits.
- B. When outside of non-DCFCM environments, staff is expected to adhere to the dress code of the area in which they are working as follows:
 1. When attending trainings or meetings outside of Diakon, or within Diakon Senior Living's communities or buildings, staff is asked to adhere to the Diakon Personal Appearance policy for Senior Living Communities. Examples of places where a higher level of professional dress is expected would include, but are not limited to:
 - i. Court appearances,
 - ii. Meetings with insurance companies, donors, or county administrators.
- C. Any employee who does not meet these standards will be appropriately counseled, and may be asked to leave to change into attire more appropriate to the environment.

IV. Documentation:
Employee Discipline Documents

V. References:
Employee Discipline Policy