

DIAKON LUTHERAN SOCIAL MINISTRIES

POLICY AND PROCEDURES

Subject: Personal Appearance

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I. Standard:

Employees are expected to present a professional appearance in the workplace, dressing neatly and appropriately for their position and department and maintaining good grooming and personal hygiene.

II. Purpose:

To reinforce quality resident and client services by creating a caring, respectful and professional environment.

III. Implementation:

A. General dress code standards, which apply to all employees:

1. Pierced jewelry is limited to the ears during working hours. Clear gage earrings no larger than the size of a dime are permitted.
2. Each employee is provided with an identification badge to be worn while carrying out his/her job responsibilities and to meet state/federal regulations, where applicable.
3. Footwear is selected with consideration to safety and noise level.
 - i. No sandals.
 - ii. No slides.
 - iii. No mules (backless shoes).
4. Stockings required when wearing skirts or dresses.
5. All visible tops must have sleeves, i.e., shoulders and upper arms must be covered. Sleeveless tops are not permitted.
6. Female employees must wear bras.
7. Dresses, skirts no more than two (2) inches above the knees.
8. Pants to ankle or Capri pants not higher than mid-calf are permitted.
9. All facial tattoos and those on the front of the neck are to be covered. All tattoos deemed to be offensive are to be covered.
10. Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
11. Excessive use of perfume or cologne is not permissible.

12. Clothing with offensive, inappropriate words or graphics, visible cleavages (females), and/or excessively tight clothing are not permissible.
 13. No midriffs; no halter-tops. Skin should not be visible between the waistband of pants/skirt and the bottom of the shirt.
- B. Exceptions to the dress code may be made by the Program Director or the Senior Executive in the building for theme days, mandatory in-service days, other in-service days, etc.
1. The guidelines of III.A.1-13 must be followed.
 2. If permission is granted, appropriate jeans and/or sneakers in good condition (e.g. no holes, no low-rise jeans, etc.) may be worn.
- C. Exceptions to the dress code for retreats and other similar functions will be determined by the executive management staff.
- D. Additional Department/Program specific standards:
1. Senior Living Services direct care staff (RN's, LPN's, nursing assistants, residential assistants, ADS program assistants, home health aides, home care assistants, etc.):
 - i. **Senior Living Campus Nursing Staff Members:** Uniform (including culottes not more than two (2) inches above the knee) or scrub tops/bottoms.
 - ii. **Diakon Help At Home Direct Care Staff:** Diakon Help At Home staff shirts are required.
 - iii. No dangling or large hoop earrings; no dangling necklaces.
 - iv. Rings are limited to one on each hand (wedding ring and engagement ring count as one ring).
 - v. Watch and medical alert bracelet may be worn.
 - vi. Professional and tasteful holiday pins with no sharp edges may be worn.
 - vii. Fingernails must be short (a maximum of a ¼ inch past the tip of the finger), filed, trimmed and clean; no artificial nails.
 - viii. Hair should be pulled away from the face and secured to avoid a safety concern.
 2. Non-direct care SLS employee dress code standards:
 - i. Appropriate business attire is to be worn in the workplace.
 - ii. Business casual will be acceptable for inclement weather and when designated by the Senior Executive in the building.
 - iii. Men's shirts with collars.
 - iv. Pants to the ankle or Capri pants not higher than mid-calf.
 - v. **At no time are the following permitted:**
 - a. T-shirts.
 - b. Hats indoors (baseball and/or others).
 - c. Shorts.

vii. **Because of job duties, maintenance staff may wear work clothing**

appropriate for their tasks:

- a. No shorts.
- b. Shirts with collars.

3. Corporate Office dress code standards:

- i. Appropriate business attire is to be worn in the workplace.
 - a. Men's shirts with collars.
- ii. Business casual will be acceptable for inclement weather and when designated by the Senior Executive in the building.
- iii. At **no time** are the following permitted:
 - a. T-shirts.
 - b. Hats indoors (baseball and/or others).
 - c. Shorts.
- iv. Support staff shall follow the Department/Program specific dress standards when visiting a program or facility.

4. Diakon Wilderness Center and KidzStuff dress code standards for delivery of child/youth services include:

- i. Sneakers or appropriate footwear.
- ii. Khaki or navy pants; khaki or navy shorts (weather and/or activity related) no more than two inches above the knee.
- iii. Staff polo shirt/sweat shirt only.
- iv. At **no time** are the following permitted:
 - a. T-shirts.
 - b. Hats indoors (baseball and/or others).

At all other times the general dress code standards apply.

- E. Any employee who does not meet the standards of this policy is counseled and disciplined, as determined appropriate, and a corrective action may include leaving the premises to change into more acceptable clothing. Violations of this policy may result in disciplinary action, up to and including termination of employment, as outlined in the Employee Discipline Policy.

IV. Documentation:

Employee Discipline Documents

V. References:

Employee Discipline Policy

Review Date: October 14, 2011