

POLICY AND PROCEDURES

Subject: Personal Appearance

Policy Number: HR – 237

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Issued By: 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, and with safety in mind.

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. All jewelry, including pierced jewelry should be tasteful and should not interfere with the physical tasks required for the employee's position.
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.
 - i. Employees should use their judgement about wearing their badge while working in homes and/or the community, but should have their badge with them at all times in case it is needed.
3. Footwear should be appropriate for the work environment with consideration to safety and noise level.
 - ii. Staff members who are involved in sports or physical activities as part of their role should wear supportive, close-toed shoes or sneakers.
 - iii. Flip-flop" type sandals are unsafe for the work environment and not permitted.
4. Clothing with offensive, inappropriate words or graphics are not permissible.
5. Dresses, skirts and/or long tunics should be no more than two (2) inches above the knee.

6. When appropriate and with supervisor approval, staff may wear appropriate jeans in the work environment, and for home or community visits.
 7. Any staff involved in outdoor activities may wear shorts in the summer as approved by their supervisor. Shorts should be no shorter than two (2) inches above knee.
 8. When an employee is outside of their regular Diakon environment, staff is expected to adhere to the dress code of the area in which they are working as follows:
 - i. When attending trainings or meetings outside of Diakon, or within another Diakon program or community, staff is asked to adhere to the dress code for that area. Examples of places where a higher level of professional dress is expected would include, but are not limited to:
 - a) Court appearances,
 - b) Meetings with insurance companies, donors, county administrators, etc.
 9. All tattoos deemed to be offensive are to be covered.
 10. Employees should be considerate to other team members and residents/clients who may be sensitive to perfumes, cologne, lotions, and other substances that produce an odor.
- 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.
- C. Additional Department/Program specific standards:
1. Senior Living Services direct care staff (RN's, LPN's, nursing assistants, personal care aides, medication technicians, resident aides, etc.):
 - i. Uniform or scrub tops/bottoms should be worn.
 - ii. Consideration for safety to be used when wearing jewelry (i.e, sharp edges, no dangling or large hoop earrings; no dangling necklaces).
 - iii. Fingernails must be short filed, trimmed and clean. No artificial nails.
 - iv. Hair should be pulled away from the face and secured to avoid a safety concern.
- D. 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.
1. If an employee reports to work in inappropriate dress, the typical response is to require the employee to go home, change, and return to work.
 2. Non- exempt employees are not compensated for time missed because they were sent home to change clothing.
 3. Repeated infringements of the Personal Appearance Policy will follow the Employee Discipline Policy, up to termination for repeated violations.

IV. Documentation:
Employee Discipline Documents

V. References:
Employee Discipline Policy