



Dress Code Policy

Purpose:

- A. The University of Utah Hospitals and Clinics has established a Professional Image Standard, which outlines dress and grooming guidelines to promote a consistent professional image throughout the organization and to help customers and employees feel safe, confident and comfortable.

Definitions:

- A. Patient Care Area- 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.

Policy:

- A. This policy applies to any employee who is at work as part of his / her regular duties and is representing the organization to the public.
- B. As an employee of the University of Utah Health Care, you are expected to maintain a professional image while working in the clinics, health care areas, office, and while attending company events, seminars, training, conferences or meetings on campus or off-site. It is vital for the safety and security of our staff, patients and their families that employees follow and adhere to the company's professional and uniform dress standards.
- C. This policy outlines the minimum requirement for professional appearance. A manager/supervisor shall retain the discretion to set standards at a higher level for employees, based on patient contact or job function. Higher standards should be communicated in unit/department orientation, evaluated in performance evaluation, and reviewed annually or as appropriate.
- D. Groups requesting exceptions to the policy should contact their direct managers. Final decisions will be made by the Operations Council. Individuals requesting an accommodation or exemption should contact their Human Resources Representative. The University of Utah is an equal opportunity employer and is fully committed to the principle of nondiscrimination in all employment related practices and decisions.
See <http://www.regulations.utah.edu/humanResources/5-106.html>

IMPLEMENTATION:

A. Dress Standards

1. Listed below are the acceptable and unacceptable clothing styles in the workplace.

Clothing Style	Reference	Acceptable	Unacceptable
Tops Sleeves	1.0	<p>Tops any sleeve length except sleeveless*.</p> <p>*Dressy silk knit sleeveless shells, tanks or tops may be worn <i>only if</i> under a jacket or sweater.</p>	<p>Sleeveless tops of any kind including tube-tops, tank tops, spaghetti-strap, halter tops and athletic tops. Bare shoulders or back are not permitted at any time.</p>
Tops Styles	2.0	<p>Professional business shirts with collars are preferred.</p> <p>Button-down or pull-over shirts with collars (i.e., Polo or Golf shirts, Oxford, Shell, Turtleneck, etc.).</p> <p>Tops without collars should be tailored and made of quality, firmer fabrics that hold their shape, and be in good condition.</p> <p>Tops and blouses in conservative colors and moderate styles.</p> <p>Pull-over and button-down sweaters in good condition. Cardigan sweater sets.</p>	<p>Scrub tops unless working in clinical area.</p> <p>Gym or yoga tops or faded, old or tight-fitting cotton t-shirts.</p> <p>Lacy camisole, sequined tops, or tops made of see-through revealing fabrics.</p> <p>Tropical camp shirts, oversized baggy sweaters, denim shirts, flannel or pajama style tops.</p> <p>Shirts with silkscreen logos or printing of any kind excluding approved shirts with company logo).</p> <p>Neon bright colored tops or wild, abstract prints</p>



Tops Styles	2.1	Modest tops only.	<p>Tops that reveal the abdomen when standing, lifting or bending over.</p> <p>Tops that expose the cleavage, bra, back, shoulder, chest, lower back or under garments is not allowed. Tops with buttons or snaps must stay closed and lay flat and not expose the abdomen, chest or bra from side or front.</p> <p>Tops made of sheer or revealing fabric</p>
Tops Styles	2.2	<p>Tops that fit appropriately and look professional.</p> <p>Tops worn tucked in.</p> <p>Tops worn un-tucked must be professional in nature and designed to be worn un-tucked (i.e., men collared camp-shirts that have a straight hemline or women shell tops or tailored button down shirts with round hemlines).</p>	<p>Tight, clingy, over-sized, or excessively baggy-fitting tops.</p> <p>Wrinkled, shrunk, faded, stained (including under arms), or worn-out tops.</p> <p>Tops worn un-tucked that are not designed to do so (i.e., rugby tops, jersey tops, dressy button down shirts, etc.)</p> <p><i>*Any top that does not meet Fitting Standards or Clothing Maintenance Standards</i></p>
Jackets	3.0	<p>Suit-like jacket styles.</p> <p>Casual sport jacket styles in conservative colors and classic styles (i.e., Safari jackets, suede jackets, cotton casual jackets).</p>	<p>Sweatshirts or "hoodies" of any kind worn inside work areas. Denim, team, ski or gym jackets.</p> <p>Fleece jackets or vests are not allowed in clinical or patient care areas.</p>



Dresses	4.0	<p>Dresses that appear professional and tailored (i.e., Coat-dress, shirt dress with collar, etc.)</p> <p>Dresses with modest necklines and hemlines (may not be higher than 2" above the knee when sitting).</p>	<p>Sundresses, tank dresses, flannel dresses, sheer or revealing evening dresses, denim dresses, back-less or strapless dresses of any kind.</p> <p>Any dress that stops at mid-thigh or with high immodest slits</p>
Skirts	5.0	<p>Casual and dressy skirts in moderate colors, patterns and styles.</p> <p>Skirts with modest hemlines (May not be 2" above the knee when sitting).</p>	<p>Denim, leather, flannel or neon colored, costume style skirts.</p> <p>Mini skirts, skirts above approved knee length or that stop at mid-thigh.</p> <p>See-through skirts worn without lining or a slip.</p>
Pants Styles	6.0	<p>Classic tailored slacks, pants, or trousers.</p> <p>Pants made of firmer fabric to maintain a professional appearance (i.e., wool, cotton, and twill). Corduroy if not faded or worn looking. Linen if pressed and not wrinkled.</p>	<p>Denim jeans of any kind or color.</p> <p>Leather pants, cargo pants, shorts of any length, cut-offs, overalls, yoga, aerobic or sweat pants.</p> <p>Scrub bottoms if not a clinical worker.</p> <p>Trendy pants of extreme styles including extra wide or extremely tight, narrow pant legs.</p> <p>Faded, torn or stained pants of any kind.</p>



Pants Fit	6.1	Pants in good condition, wrinkle-free and fit well.	<p>Pant hemlines that touch or drag on the ground.</p> <p>Baggie pants worn below the hips or that expose underwear.</p> <p>Shrunk or tight pants of any kind. Pants may not pull tight up and around the bottom, leg or abdomen areas. Pockets and pleats should lay flat and not pull open</p>
Footwear Shoes	7.0	<p>Business professional shoes in good, clean condition including: Pumps, flats, espadrilles, boots, loafers, and other leather shoes.</p> <p>Closed-toe dress shoes with moderate heel height (3" or less).</p> <p>Dressy Peep-Toe shoes permitted in non-patient care areas only.</p> <p>Noise resistant shoe soles/ heels are preferred.</p>	<p><i>Footwear that does not comply with department specific safety regulations.</i></p> <p>Open toe shoes of any kind (including sandals), slippers, or bare feet.</p> <p>Flip-flops of any kind including thong-style flip flops, beachwear flip flops, yoga flip-flops, etc.</p> <p>Platform or chunky rubber soled shoes.</p>
Footwear Shoes	7.1	<p>Closed-toe casual shoes that are in good, polished condition and are conservative in style and in darker color tones. Athletic shoes and work boots in quality condition and in neutral color tones are acceptable for approved departments including Loading Dock or clinical areas.</p>	<p>Dirty, odor-ridden, worn, stained, or bright athletic shoes including yoga, running, sports, etc.</p>
Footwear Crocs	7.2	<p>Crocs in dark or neutral colors (i.e., black, navy) for approved clinical staff and clinical areas only.</p>	<p>Bright, extreme colored crocs (i.e., orange, pink) worn with scrubs or pants of any kind.</p> <p>Crocs with accessories or holes.</p>



Footwear Leg Covering	7.3	Stockings and hosiery in neutral conservative colors and styles. Solid colored leggings in neutral, conservative colors (i.e., black, charcoal) if worn with matching shoe and pant or skirt color (i.e., brown shoes, brown leggings and brown tweed skirt).	Leggings or stockings in bright colors or bold, busy, print styles, leggings worn as pants (eg, not under matching skirt). Fishnet stockings, dirty or odor-ridden socks.
Jewelry	8.0	Jewelry including necklace, rings and earrings that are conservative in style, size and color.	"Clangy" or distracting jewelry of any kind (including loud bracelets or bangles).
Jewelry	8.1	Limit two rings per hand in conservative style and color.	Large, chunky, bright neon plastic rings or gaudy metal rings
Jewelry Body Piercing	8.2	Limit two earrings per ear lobe in conservative colors and size. Ear gages should be plugged closed with plugs matching skin tone.	Bold, bright (i.e., neon colors) or excessive costume style earrings of any kind. Large chandelier or hoop earrings greater than approximately 1.5 inches in diameter or approximately 1.5 inches in length Earrings worn on upper ear area. Exposed eyebrow, tongue, cheek, lip, nose, chest, back or belly piercing is prohibited
Tattoos	9.0	Clothing styles must cover all visible tattoos.	Visible tattoos on the body such as chest, neck, arm, abdomen, back and ankle tattoos.



Employee Badges	10.0	Badges worn above the bottom of the sternum and at eye-level, free from distracting stickers, pins, etc. Photo ID must be legible and visible at all times.	Badges worn at or below the bottom of the sternum or that are not visible to staff and patients. Pins, stickers and other distracting adhesives. Lanyards used to hold ID badges are not permitted
Nursing Uniform	11.0	<p>RNs and LPNs:</p> <p>White shirt or scrub top which meets Dress Code and Fit standards as described above including</p> <p>Cotton/knit shirts, polo shirts, button down shirts and/or blouses</p> <p>White scrub jackets may be worn as long as they comply with all other dress code standards.</p> <p>Scrub pants in red, black or navy which meet standards outlined in this policy.</p> <p>Nursing Assistants and Medical Assistants:</p> <p>Scrub pants in either red, black, or navy which meet standards outlined in this policy</p> <p>Scrub tops and pants that meet dress code and fit standards outlined in this policy.</p> <p>Scrub tops and pants must be in the same colors.</p> <p>Scrub jackets must be in the same color as the tops and pants.</p> <p>Scrub jackets may be worn as long as they comply with all other dress code standards.</p>	<p>Sweatshirts, hoodies, fleece jackets.</p> <p>Any clothing that is dirty, ill-fitting or fails to meet the standards outlined in this policy.</p> <p>RNs & LPNs:</p> <p>Shirts, tops or scrub jackets in color other than white including shirts worn under scrub tops or scrub jackets.</p> <p>T-shirts, unless white and worn under underneath scrub tops.</p> <p>Nursing Assistants and medical Assistants:</p> <p>T-shirts, unless worn under scrub top or scrub jacket.</p>

B. Grooming Standards

1. Grooming is essential for the overall professional appearance of all employees. In a hospital environment, including all clinical and non clinical areas, it is important for employees to be clean and well kempt. Co-workers are also affected when working with employees who have bad breath, dirty hair and body odor, etc. Listed below are required grooming practices in the workplace:

Grooming Technique	Reference	Acceptable	Unacceptable
Body Odor	1.0	Must practice personal hygiene and be free of offensive odor.	Perfume or cologne that might interfere with those who are ill or allergic to such odors or fragrances, particularly in patient care areas. Clothing and body with smoke odor.
Hair Head	2.0	Must practice personal hygiene and hair must be neat and clean. If working in a clinical environment, long hair must be tied back to avoid patient contact during patient care and / or transportation. Hair colors must be of natural tones.	Extreme trends such as dreadlocks, Mohawks and long spiked hair is not acceptable. Non-natural colors such as pink, blue etc. are not acceptable.
Hair Face	2.1	Nose and ear hair must be trimmed and maintained. Facial hair including mustache and beard must be short and neatly trimmed and maintained.	Excessive beard or mustaches styles (i.e., braided beard hair).
Face Makeup	3.0	Make-up must appear professional and natural and should be conservative in styles and colors.	Frosted, bright colored eye shadow (i.e., bright green, purple, pink, etc.) Bright or excessively dark, thick eye liner worn under the eye or on top of the eyelid.



Head Gear	4.1	No hats or head coverings may be worn inside (except for approved departments and for those worn for religious and/or medical purposes).	Music headphones or other distracting headgear may not be worn in public areas
Face Glasses	4.2	Reading glasses in conservative colors and styles that are not distracting to our professional appearance.	Sunglasses worn <i>inside</i> the workplace
Fingernail	5.0	Fingernails must be clean, neatly trimmed, and filed to avoid harming patients or other employees. Fingernail polish in conservative colors may be worn. Clinical staff: Short, natural (not artificial) fingernails are allowed.	Extremely long nails and neon or distracting colors are not acceptable. Artificial nails may not be worn in clinical areas.

C. Discipline

1. Failure to comply with this policy will result in disciplinary action up to and including termination.