



- UCH/ENTERPRISE
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POLICY

| | | | |
|------------------------------------|--|-------------------------|-------------------|
| POLICY # | <u>UCH-HR-EMPLOYEE RELATIONS-003-08</u> | | |
| POLICY NAME | <u>Professional Business Wear Guidelines</u> | | |
| ORIGINATION DATE | <u>07/01/1998</u> | | |
| SPONSORED BY | <u>Joseph Geigle,</u> | | |
| | <u>Human Resources Director</u> | | |
| ADMINISTRATIVE APPROVAL | <u>Clarence Pauley,</u> | | |
| | <u>SVP/Chief HR Officer</u> | | |
| LAST REVIEW / REVISION DATE | <u>07/15/2020</u> | NEXT REVIEW DATE | <u>07/15/2023</u> |

I. POLICY

Administrative Interdepartmental Departmental Unit Specific

This document details the policies and procedures for UC Health. This is a system-wide policy applicable to all UC Health employees.

II. PURPOSE

UC Health expects employees to arrive for work in attire considered professional and suitable for a business office. UC Health recognizes that this can be accomplished with either traditional business attire, casual business wear, or “uniform items” required by specific departments. The intent of this policy is to establish a standard and to provide employees with guidelines on what is considered appropriate attire in the workplace. These guidelines are not intended to be all-inclusive, but should help set the general parameters for appropriate attire and allow associates to make intelligent judgments about items not specifically addressed.

III. DEFINITIONS

None

IV. PROCEDURE

A. Guidelines

1. Departments may require uniforms or professional business wear for employees for any of the following reasons:
 - a. To perform work in a safe manner;
 - b. To differentiate employees by work responsibility to patients, physicians, and/or other hospital staff;
 - c. To present a professional appearance to outside customers, including visitors, patient families, non-UC Health customers, and the general public.
2. Each business unit retains the right to determine how the uniforms are provided, the quantity needed, including the payment method for the uniform. Each business unit will determine the replacement policy for uniform items provided by UC Health.
3. This policy is subject to any contract provisions in existing labor agreements.
4. Following is a list of appropriate and inappropriate casual business wear during regularly scheduled business hours:

**Professional Business Wear for
Employees Working in Non-Clinical Areas**

| Appropriate | Inappropriate |
|--|---|
| Slacks, Pants, & Pant Suits | |
| Slacks, pants or trousers that are similar to Dockers and other makers of cotton or synthetic material such as twill, khaki, gabardine, corduroy or wool Cropped pants cut at ankle | Jeans Capris Sweatpants, leggings, stretch pants, stirrup pants, tights worn as outerwear, exercise wear, spandex Low Rise or Hip Huggers Stained, faded, torn, frayed clothing of any kind |
| Skirts, Dresses & Skirted Suits | |
| Casual dresses and skirts no shorter than two inches above the knee Casual dresses or skirts that are split and fall at or below the knee Culottes, gauchos | Short, tight skirts that ride halfway up the thigh are unacceptable Mini-skirts, skorts, shorts Denim dresses or skirts Beach or sun dresses Visible undergarments |

| Shirts, Tops, Blouses & Jackets | |
|---|--|
| Polo collar knit or golf shirts Oxford shirts UC Health Logo Wear Short-sleeve or sleeveless blouses/shirts Turtlenecks Blazers or sport coats Jackets or sweaters Tops should be long enough to tuck in or cover the waistband. | Shirts, jackets with writing or pictures that can offend Denim shirt, blouse or jackets T-shirts, tank tops, muscle shirts, men's sleeveless apparel or sweatshirts Beachwear Exercise wear Crop tops, midriffs or belly shirts |
| Shoes & Footwear | |
| Leather boating, deck shoes, or loafers Casual, low heel, open back shoes (i.e., mules, sling backs) Dress sandals/shoes defined as being open in the back and/or the front | Casual sandals, thongs, flip flops, slippers Athletic shoes; i.e., tennis shoes Hiking boots or Crocs |
| Socks & Hosiery | |
| Hosiery or socks worn must be professional and complement professional business attire Women's hosiery is optional; men must wear socks | Inappropriate hosiery, socks that do not complement professional business attire |
| Personal Hygiene - Hair, Makeup, Nails | |
| Hair (including beards) should be clean, neat, professional, and appropriate to the job Makeup should be light and appropriate Nails must be clean, neat, moderate in length, and well maintained Deodorant must be used | No extreme hair styles or colors No heavy makeup No artificial nails in patient care areas |
| Accessories | |
| Jewelry should be conservative Ear piercings, small nose "studs" are the only acceptable visible body piercings | No tongue or visible body piercings No offensive or gang related tattoos Heavy scents, perfume, cologne or body odor is unacceptable |
| ID Badge | |
| ID badge must be worn where the photo can be seen and the employee name can be read | ID badge worn above the waist, where the photo and employee name can be read |
| Masks | |
| When required, masks must fully cover nose and mouth, and be worn at all times while on UC Health campuses. | Masks with offensive or unprofessional writing or pictures. |

B. Policy Variation

1. Each department within UC Health can establish a more specific dress code policy based on the amount of contact they have with external customers.
2. Locations providing clinical services may establish different guidelines for employees working in patient care areas; i.e., athletic shoes, visible tattoos, jewelry.
3. Locations may allow for casual Fridays and/or other special events that include jeans and UC Health spirit wear. Jeans should not be frayed or torn.

C. General Consideration

It should be remembered that at all times employees are representing UC Health. It is understood there are times when employees come in for meetings outside their normal work time. An employee required to attend meetings is required to wear his/her identification badge and all aspects of the Professional Business Wear Guidelines policy, as identified above, continue to apply.

- D.** If any provision in this policy conflicts with applicable law or the terms of a written contract, the language of the law or contract shall govern, and the policy applied accordingly.

V. RESPONSIBILITY

Employees
Managers

VI. KEY WORDS

Appropriate
Business attire
Casual attire

VII. APPENDIX

None

VIII. RELATED FORMS

None

IX. REFERENCES/CITATIONS

None