Policy #: D08

Policy: Dress Code

Statement of Policy: During work hours, employees should dress in attire that is clean, neat, modest, in good taste, safe, and demonstrates an attitude of pride and professionalism. To clarify dress code issues, an employee should consult with his or her immediate supervisor.

Purpose:

- To promote an attitude of pride and professionalism
- To differentiate between various disciplines
- To help ensure safe and effective performance

Procedure:

Identification Badges

• The Human Resources Office is responsible for issuing new and replacement badges. While on duty, badges should be worn above the waist in an upright, readable position. Badges must be worn for employees to receive discounts in the dining room. When employment is terminated, the employee should turn the identification badge in to the Human Resources Office.

Safety

Staff should wear attire that allows safe performance of job duties. Unsafe clothing for
job requirements is prohibited. Examples of unsafe attire may include flowing sleeves,
shoe thongs, clogs, or open-toe sandals.

Appearance

• Staff should wear attire that neat, properly fitted, consistent with professional standards, and modesty. Torn, tattered, wrinkled, dirty, or stained clothing is unacceptable.

Fabrics

- Acceptable fabrics include woven polyesters, tweed, wool or wool-like fabrics, cotton, linen, and cotton-polyester blends. Corduroy slacks without rivets are acceptable.
- Unacceptable fabrics include spandex, stretch, or clinging fabrics, jeans or denims of any
 color, wide knit yarn or crochet fabrics, actual or imitated leather or suede for entire
 garments, and fabrics suggesting casual sportswear, e.g. numbered jerseys, athletic team
 names.

Slacks

- Dress slacks are acceptable.
- Belts should be worn if slacks have belt loops.
- Unacceptable slacks include stirrup slacks, sweat, leggings, parachute slacks, wind suits, denim or jean slacks of any color, skorts, shorts, low-rise pants, and cargo pants.

Skirts and Dresses

- Dresses and skirts are acceptable if they are professional in appearance, appropriate in length, in accordance with uniform requirements, and suitable for the job.
- Sundresses may be worn <u>only</u> if the employee does not work in client-care areas or engage in physically intense work. Sundresses should normally be worn with a jacket if the employee is in the presence of internal or external customers. A jacket is not required, however, if the employee is working in a private office area.
- The following guidelines should be used to determine the appropriate lengths of skirts and dresses:
 - O Skirts and dress lengths should be no higher than two inches above the knee.
 - Skirts and dresses should be at least knee length for direct client care or physically-intense jobs.
 - Openings created by slits, kick pleats, and buttoned or snapped closures should not exceed the specified skirt and dress lengths.

Shirts and Tops

- Shirts and blouses are acceptable if they are professional in appearance.
- Unacceptable shirts include sleeveless attire (unless worn with an appropriate jacket), low-cut tops, tank tops, strapless tops, spaghetti strap tops, mid-drift baring tops, tee shirts worn as outer garments and layered tops where the undershirt hangs below the outer shirt.
- Shirts and blouses should be tucked in unless they are designed or altered with squarehemmed bottoms.

Footwear

- Shoes should be appropriate for an employee's job.
- Employees shall wear shoes that acceptable in professional business settings.
- Casual footwear and athletic shoes are <u>only</u> acceptable for employees who (a) engage in physically intense work, (b) are required to wear uniforms, and/or (c) work in patient-care areas.
- Professional-looking sandals and open-toed shoes without stockings or hose are <u>only</u> acceptable for female employees who (a) do not engage in physically intense work, (b) do not wear uniforms and/or (c) do not work in patient-care areas.
- Crocs and mules are acceptable.
- Flip flops are unacceptable.
- Unacceptable footwear includes dirty, stained, or torn shoes; flip flops; and sandals. Socks or stockings are required (except as defined above).

Undergarments

Appropriate undergarments are required.

Hair

- Hair should be kept clean, neatly combed, professional looking, and should not interfere with client care job performance.
- Extreme hairstyles are unacceptable.
- Appropriate hair confinement should be used in food services areas.

Jewelry

Unacceptable jewelry includes the following:

- Excessive use of jewelry
- Jewelry involving body piercing on the face, lips, mouth, nose, tongue, or other visible parts of the body
- Earrings worn by men
- Dangling earrings in client care and food preparation areas
- More than one ring set per hand in client care and food preparation areas
- Nose studs and nose rings

Tattoos

Highly decorated or excessive tattooing where visible is unacceptable.

Maternity Attire

 Maternity dress adaptations should adhere as closely as possible to the normal fabric, uniform color, and professional standards of the previously stated dress code.

Summary of Uniform Standards

Uniform dress is required for employees in the areas of nursing, therapy, diagnostic, pharmacy, food service, logistics, hospital engineering, and Creative Beginnings.

The following table indicates the uniform standards for each discipline/department.

Nursing/Therapy/Diagnostic/Pharmacy/Food Service	Logistics/Hospital Engineering/Security/Creative Beginnings	
*Polos	*Polos	
 Khaki, navy or black slacks 	Khaki, navy or black slacks	
 *Fleeces (navy or black) 	*Fleeces (KY blue or black)	
 Scrubs (designated color for discipline) 		
 *Jackets (KY blue, black or white) 		

^{*}Must include the Cardinal Hill logo

A list of uniform and scrub colors by discipline is available in the Human Resources Office.

Employees may wear solid white tee shirts (long or short-sleeved) under scrub shirts and polo shirts. It is not acceptable to wear turtleneck shirts with uniforms.

Scrub colors must be worn according to the colors designated for each discipline:

Nursing	White, Light Blue, Light Green
Therapy	Navy, Red, Grey
Diagnostic	Aqua
Pharmacy	Tan
Food Service	Purple, Royal Blue

Scrubs must be worn as all one color, i.e. there is no mixing and matching of colors. The scrub top and scrub bottom must be the same color, shade and fabric.

Scrub fabric must be in solid colors. Printed or patterned fabrics are not allowed.

Other apparel items are not to be worn interchangeably, i.e. polo shirts with scrub bottoms or scrub shirts with khaki slacks.

Fleeces may only be worn with logo shirts. Jackets may only be worn with scrubs or polo shirts. These are the only outer garments that are permissible.

The Cardinal Hill logo must be included on polos, fleeces and jackets.

New employees, under the uniform standard, will be given a voucher worth a value of \$36.00 to apply toward apparel at the vendor, Cardinal Uniforms & Scrubs, located on Regency Road in Lexington. The voucher will not be replaced if lost, stolen or misplaced. This vendor has been selected to provide all of Cardinal Hill's apparel items and will facilitate the application of the Cardinal Hill logo as described above. Employees are required to purchase polos, fleeces, and jackets at this vendor. Cardinal Uniforms & Scrubs will provide a 20% employee discount if the employee provides their Cardinal Hill identification badge upon purchase.

The vendor will set up a uniform/scrub marketplace on site at the hospital three times per year as a convenience to employees. The vendor maintains a large inventory of scrub apparel; however, employees are not required to purchase scrub tops and bottoms at this vendor.

Employees are not required to purchase scrub-wear from this vendor and may purchase scrub tops and bottoms where they choose.

Payroll deductions are available when purchasing uniform garments at the Cardinal Uniform & Scrub store. The maximum purchase amount through payroll deduction is \$50.00 and the deductions will be made over four pay periods.

Creative Beginnings

The following policy is in regard to appropriate dress throughout the summer for Creative Beginnings employees only:

- Staff members are required to wear shoes that they can safely run in during emergencies. Sports sandals are allowed only if the heel is less than one inch high and the sandals have to have a back strap. Fashion shoes, flip flops, high heels, and platform sandals are not allowed.
- Staff may wear Capri's or shorts. Shorts must be mid-thigh in length (with an inseam of 4 inches) and loose fitting. Shorts that are skin-tight or shorts that resemble underwear are not permitted. Staff are not allowed to wear shorts that show the bottom or the upper thigh when they are standing or bent over. If the shorts are too loose, a belt should be worn to keep them up.
- Creative Beginnings Logo T-Shirts are allowed during this season. Shirts must be long enough to cover the stomach area, and absolutely no skin should be showing the in stomach area while camp is in season.
- Swim Suits: Female staff must wear a one piece bathing suit while at a pool. Male staff should wear shorts, no Speedos or revealing swimming trunks are allowed.
- Staff members are to represent Cardinal Hill in a professional and ethical manner at all times.

Dress Code Enforcement

- Managers and supervisors have the authority and responsibility to interpret and enforce the company's standards of dress.
- Failure of any Cardinal Hill employee to adhere to the dress-code standards may result in disciplinary action, including the possibility of termination.
- If an employee is sent home from work due to an infraction of the dress standard, he or she will assume full responsibility for loss of pay.

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