



Administrative
 Departmental

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POLICY TITLE:
Dress Code (*formerly* Personal Appearance and Grooming)

SUMMARY & PURPOSE:
To establish a standard for personal appearance and grooming that promotes cleanliness, safety and professionalism and the confidence of patients, guests and all others with whom we come in contact with at work.

POLICY:
This policy establishes standards that form the foundation of acceptable dress and grooming throughout Baptist Health South Florida ("Baptist"). Depending on their particular business needs, various entities, campuses and departments may establish Dress Code policies which shall supplement this policy. In that event, employees must follow this policy, as well as the Dress Code policy in effect at their entity, on their campus and/or in their department. In the event that an entity/campus/departmental Dress Code policy differs in any specific way from this policy, the entity/campus/departmental Dress Code policy will prevail. Corporate employees assigned to work at a facility other than the Corporate Office will conform to this policy as well as the local Dress Code Policy.

Any requests for exceptions to this or any entity/campus/departmental Dress Code Policy, because of medical reasons, must be referred to the Employee Health Office. Any requests for exceptions to this or any entity/campus/departmental Dress Code Policy, because of religious practices or needs must be referred to Human Resources.

Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

All references to Policies must go to the BHSF Master Copy on the BHSF Intranet; do not rely on other versions / copies of the Policy.

SCOPE/APPLICABILITY:

Applies, at all times to all Baptist Health South Florida regular, per diem, and temporary employees, independent contractors ("employees"), and volunteers, when at a Baptist Health facility or sponsored function.

PROCEDURES TO ENSURE COMPLIANCE:

1. Grooming Standards:
 - a. Employees are expected to be neat, clean and presentable at all times.
 - b. Hair, beards, and mustaches will be kept trimmed, neat and clean. Those employees who in the course of their duties may need to wear respirator devices must be clean-shaven where skin and respirator make contact to seal.
 - c. Objectionable body odor, heavy perfume and cologne are not acceptable.
 - d. Nail length and polish will be conservative and in good condition. Nail decals and/or nail jewelry are not acceptable. Clinical workers (i.e. employees who have any contact with patients and family members) must adhere to Infection Control policies regarding natural nail lengths. Artificial nails in the clinical setting are prohibited.
 - e. Jewelry should be worn conservatively and must not interfere with work. Earrings may not exceed 1 inch in length or diameter. Body jewelry such as nose rings or jewelry for tongues, lips or face as must be removed during working hours.
 - f. Buttons/pins not exceeding one inch in diameter may be worn, however, the message and content of the button must not be offensive or inappropriate for the Baptist Health work environment. Baptist Health may distribute to employees Baptist Health pins or buttons which exceed one inch in diameter for special programs and events.
 - g. Tattoos must be covered wherever possible.
2. Baptist Health South Florida Identification Badges: Baptist Health identification badges must be worn at all times while on duty. The badges must be displayed above the waist, and the picture must be visible at all times.
3. Clothing Standards, Including Acceptable and Unacceptable Attire: (A complete list of unacceptable attire in the workplace would be lengthy and probably never all-inclusive. For the purpose of this policy, unacceptable attire includes, *but is not limited to*, the prohibited attire described below):
 - a. Employees required to wear uniforms must comply with the specific uniform policy of their department.
 - b. Baseball caps, *except where they are part of a Baptist Health South Florida uniform*, are prohibited.
 - c. Denim or colored Jeans ("jeans") are not permitted to be worn by employees assigned to work at any Baptist Health patient care facilities (including all hospitals and outpatient centers); however, at the discretion of the CEO/Corporate VP, jeans may be worn by employees who are employed at non-clinical Baptist Health facilities or for special events. In that event, the entity/campus/departmental personal appearance policy regarding the wearing of jeans will prevail.
 - d. Scrubs required to be laundered by the hospital may only be worn at work. Surgical booties and hats must be removed before leaving the work area. Employees who wear scrubs should dress in appropriate work attire, as defined below, when arriving and leaving work areas.
 - e. Clinical workers are prohibited from wearing the following footwear:
 - i. Open-toed shoes; shoes with holes on the top or side; flip-flops; and shoes which would allow exposure to blood/ body fluids.

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- f. All employees who do not wear uniforms or scrubs during work time must dress in appropriate work attire, as follows:
 - i. Dresses/skirts must be at a conservative length for business, not shorter than three (3) inches above the knee.
 - ii. Undergarments must be worn at all times and must not be visible.
 - iii. See-through or otherwise revealing clothing is prohibited.
 - iv. Unacceptable shirt/blouses tank tops, backless, and bare-shoulder garment (unless worn with a jacket or sweater).
 - v. No tights or leggings plain or with lace.
 - vi. No Capri pants/cropped pants, shorts/casual shorts, and skorts.
 - vii. No tight or ill fitting scrubs, pants/slacks, shirts/blouses, dresses/skirts.
 - viii. No athletic wear: Yoga/sweat pants.
 - ix. Shoes must be clean and in good repair. Shoe styles should be appropriate for the specific work setting, taking into account the need for safety, and provide good support.
 - x. Unacceptable shoes: Rubber/plastic flip-flops, open toed shoes/sandals without sling back, hiking boots/sandals.
 - xi. Baptist Health issued t-shirts may be worn only on days designated by leadership for entity-wide celebratory activities.

SUPPORTING/REFERENCE DOCUMENTATION:

N/A

RELATED POLICIES, PROCEDURES AND ASSOCIATED FORMS:

N/A

ENFORCEMENT & SANCTIONS:

Managers and supervisors are responsible for enforcing dress and grooming standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate. Questions or complaints that cannot be handled to an employee's satisfaction by his or her supervisor or manager should be taken to the Human Resources Department. Violation of this policy may lead to disciplinary action, up to and including termination of employment.