



**WESTERN MISSOURI PSYCHIATRIC HOSPITAL SYSTEM**

**Center for Behavioral Medicine**

**POLICY NUMBER**  
**150.660**

<b>ASSIGNED REVIEWER</b> Human Resources	<b>SUBJECT</b> Dress and Appearance		
<b>APPROVED BY</b> Megan Roedel, Acting COO	<b>ISSUED</b> 11/93	<b>HISTORY</b> 1/00, 4/06, 7/09; 2/13; 11/13;10/16;	<b>REVISED/EFFECTIVE</b> 05/17

**POLICY:** All Department of Mental Health (DMH) employees, volunteers, temporary employees, and students working in the Center for Behavioral Medicine (CBM) facilities on all shifts shall adhere to the dress code of “business casual” as defined in this policy.

**PURPOSE:** Establishes dress and appearance codes.

**PROCEDURE:**

1. Employees, volunteers and students (hereafter referred to as “Staff”) of CBM are expected to adhere to established business casual dress and appearance codes which will facilitate provision of services to patients and project a positive image of the facility to the general public. A copy of this policy will be included and reviewed in all hospital orientation packets.
2. Photo ID badges will be worn by all employees. Access card is to be carried separate from the photo ID badge out of visible site of patients. (see facility policy #150.680, Employee Identification).
3. Staff is expected to demonstrate good judgment and apply common sense in meeting acceptable standards in dress and appearance, wearing clothing appropriate to conducting specific activity/treatment services whether residing in community or hospital environments. Staff is expected to dress in a manner that presents the least possible risk of injury to self or others.
4. Staff is responsible for any damage sustained during the performance of assigned duties to their accessories and personal items, with the exception of eye glasses, which may be reimbursed through the Central Accident Reporting Office (CARO) guidelines.
5. If a staff member has concerns about another staff person’s attire, staff should contact the supervisor to whom that person is assigned to express their concern.
  - 5.1 Supervisor’s judgment will determine whether garments/accessories are appropriate. A person can appeal through their chain of command with final authority residing with the Director of Human Resources or their designee(s).
6. Staff will practice routine hygiene for physical/oral needs that will prevent objectionable odors or appearances.
  - 6.1 Hair, mustaches, beards and fingernails must be clean and well groomed and of length and style such as not to interfere or deter from or with job performance.
  - 6.2 Heavily scented toiletries should be avoided.
7. The dress code of all staff is “business casual” unless a uniform is required or optional for the department. At times to be determined by the supervisor, more formal dress may be expected for some management or other positions when representing the facility at certain meetings. Specialized clothing may be worn by staff providing a specific activity.
  - 7.1 “Business Casual” Clothing Guidelines:
    - 7.1.1 Clothing should be clean, pressed or wrinkle-free without holes or frayed areas and appropriate for the specific activity in which staff is engaged.

- 7.1.2 Clothing should fit loose enough to allow for freedom of movement and bending without exposing undergarments and skin.
- 7.1.3 Appropriate undergarments shall be worn. Women shall wear bras. Transparent clothing that reveals undergarments should not be worn.
- 7.1.4 Appropriate Attire:
- Business casual pants/loose capris/denim jeans
  - Leggings if worn under a tunic shirt or dress (mid thigh length or longer)
  - Shirts (polo style; sweaters; turtlenecks and appropriate T-shirts)
  - Casual skirt and blouse or sweater
  - Appropriate tunic over blouse
  - Casual dress
  - Nursing uniforms/smocks will be allowed by R.N.s, L.P.N.s, and P.T.s
  - Casual shoes/footwear appropriate to function. Staff is expected to dress in appropriate business attire when formal meetings with outside agencies and family members are scheduled.
  - Head coverings that have the potential to impede line of vision or identification by camera, e.g., stocking caps that can be pulled down over head cannot be worn on the ward. Hoodies are allowed as long as the hood is not pulled up over the head while indoors. Baseball caps, do-rags, and beanies are examples of head coverings that are generally allowed. Head coverings that may be considered to impede vision or identification, that are requested to be worn based on religious reasons should be discussed with your supervisor and unit director.
- 7.1.5 Inappropriate Attire:
- Crop tops/bare midriffs/tube tops/spaghetti straps
  - Tank tops
  - Tattered/frayed clothing
  - Low cut tops
  - Clothing with advertising, cartoon characters, emblems, slogans, symbols related to illicit substances, alcohol, tobacco, obscene language or sexual connotation, etc
  - Shorts (except on designated "for a cause" days) or skorts
  - Extremely loose or baggy clothing/pants dragging the floor
  - Pants worn below the normal waistline/hanging off the hips
  - Sheer fabrics worn without appropriate undergarments
  - Skirts shorter than 2" above mid knee.
  - Dirty, unkempt or ill-fitting clothing
  - Pajamas
  - Fatigues (army/combat)
- 7.2 Footwear in Patient Care Areas/Other Safety-Risk Areas:
- 7.2.1 Those whose job role regularly takes them into patient care or safety-risk areas are not allowed to wear open-toed shoes or shoes that impede your ability to perform your essential job duties.
- 7.2.2 Safety-Risk Areas include but are not limited to: Security, Receiving, Environment Services, Dietary, Pharmacy
- 7.3 Accessory Guidelines:

- 7.3.1 Jewelry, scarves, ties and other accessories shall be minimal, keeping in mind that necklaces, earrings, etc., can be grabbed and pulled by patients causing injury. The facility is not liable for these items.
    - 7.3.2 If dark glasses are prescription, a copy of that prescription must be in the employee's medical file in the Employee Health File in the Employee Health Office.
  - 7.4 Body Art/Piercings:
    - 7.4.1 Any body art and/or piercings that cause a disruption or potential safety concern in the work setting will be addressed by the supervisor on an individual basis.
- 8. Students and Volunteers
  - 8.1 A copy of this policy will be sent to the universities/colleges/schools that use the facility as a teaching center. Students and instructors will be expected to comply with this policy.
  - 8.2 A copy of this policy will be included in the Volunteer Orientation packet.
- 9. The following actions will be taken against volunteers and students who fail to comply with established dress and appearance codes:
  - 9.1 1<sup>st</sup> Offense.
    - 9.1.1 Volunteer/student will be requested to change into appropriate garments immediately.
    - 9.1.2 Department supervisors will discuss this policy with the instructor and/or student.
  - 9.2 2<sup>nd</sup> Offense.
    - 9.2.1 The supervisor/instructor will direct the volunteer/student to leave the facility.
    - 9.2.2 For a student, a letter will be sent to the school administration by the Chief Operating Officer to advise them of the situation and that the student is not to return to CBM. The school administration will be asked for their assistance in complying with this policy in the future.
- 10. All facility supervisors/managers are expected to enforce the dress code policy. Continued violations by staff may result in disciplinary action, up to and including dismissal.
  - 10.1 Employee will be asked by supervisor to change into appropriate garments; if required to leave the employee will be required to use annual leave or leave without pay for the period absent.

**REFERENCES:**

150.565 Hand Hygiene  
150.680 Employee Identification