

**TITLE:** Dress Code/Professional Appearance  
**SECTION:** Human Resources (HR)

### **PURPOSE**

All employees will project a professional image to our patients, families, visitors at all times.

### **POLICY**

Patients and visitors form judgments about the care provided at Saint Luke's Health System based on the appearance and behavior of SLHS employees. The purpose of the dress code policy is to balance individual style with the expectation that all employees are neat and clean, and that their appearance reflects the organization's commitment to the core values, particularly quality and customer focus.

Additionally, in a Saint Luke's Health System setting, appearance and cleanliness are extremely important in meeting standards for infection control and safety.

### **GUIDELINES**

1. All Saint Luke's Health System employees, medical staff, volunteers, students, observers, residents and house staff will wear their identification badge while on duty. The identification badge is to be visible to others, with the picture side out and unaltered, at all times. The employee's own name and picture must be visible on the name badge. If an employee loses or damages his/her Saint Luke's Health System ID badge, his/her supervisor will send the employee to Human Resources for a replacement card at a charge to the employee. The ID badge is also used for access control, parking, time-keeping, employee purchases, payroll and employee discount purposes. The immediate supervisor is responsible for returning the ID badge to Human Resources in case of termination or resignation.
2. Employees will consistently maintain a neat, clean, and well-groomed appearance to include:
  - Hair that is clean and neatly trimmed. Long hair is to be pulled back when providing direct patient care. Beards and mustaches must be clean, trimmed, and close to the face. Some departments, for health and safety reasons, may have special policies pertaining to beards or mustaches.
  - Daily bathing and oral hygiene
  - Use of effective deodorants
  - Clean fingernails that are well-manicured and trimmed to a safe length so as not to enhance the chance of infection.
  - No excessive use of colognes/perfumes. In general, perfumes and colognes should be avoided, or worn only very lightly as some may have allergic reactions to the scents. For the comfort of our patients, any use of colognes/perfumes by individuals providing direct patient care is prohibited.
  - No excessive makeup
  - No dark glasses used indoors unless prescribed by a physician

<b>ISSUED BY:</b>	Human Resources
<b>EFFECTIVE DATE:</b>	04/30/2018
<b>SUPERSEDES EFFECTIVE DATE:</b>	01/01/1983, 01/01/1992, 03/01/2000, 07/01/2008, 01/02/2014, 03/05/2018
<b>APPROVED BY:</b>	Senior Executive Team
<b>PAGE:</b>	1 of 4



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- Conservative jewelry only is permitted. Jewelry that protrudes or hangs on a chain, including multiple bracelets, is prohibited particularly if it poses a safety issue to the employee or patient. Rings may be worn as long as they do not cause injury or enhance chance of infection.
- Visible body piercings are limited to the ears, with a reasonable number of earrings permitted per ear. (Discrete nose piercings that reflect a cultural tradition will be addressed on an individual basis with the department director.)
- In general, tattoos should be covered. Any visible tattoos cannot be vulgar, profane or intimidating to patients and their families.
- School pins, professional registration insignia, Saint Luke's Health System service pins, and Saint Luke's Health System approved pins are permitted.
- Saint Luke's Health System department identification patches are permitted.

3. Employees will consistently dress in appropriate attire according to the following:

- Dress/polo shirts are worn inside trousers or skirts.
- Clothing is properly fitting and non-revealing.
- Skirt length must be modest and appropriate.
- Undergarments are to be worn and are not visible through clothing or outside clothing.
- Employees have the option to wear socks/ stockings.
- For those employees who do not have regular patient contact or do not have job functions that would make open toed shoes a safety hazard, open toed shoes are allowed. Managers will have the final decision on what is considered a safe area for open toed shoes. Shoes are to be kept clean, polished and in good repair. Athletic shoes are permitted.
- Clothes are clean, unwrinkled, and in good condition.
- Capri pants are permitted as long as they fall below the knee.
- Shirts with discrete logos, located over the left breast pocket area, are permitted.
- Denim shirts, jumpers, vests and skirts, as long as they are clean, in good condition and not faded or frayed.
- Denim scrubs for those who work in patient care areas as long as they are clean, in good condition and not faded or frayed.

Attire that is not permitted includes:

- Sweat shirts/pants
- Shorts
- T-shirts as an outer garment
- Flip flops
- Buttons, insignias, or symbols other than approved in #2 above

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<b>PAGE:</b>	2 of 4

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Leggings worn alone as pants  
 Halter tops or any other short tops that show bare backs or midriffs.  
 Pants, including scrub pants that reveal bare backs or midriffs.  
 Jeans, unless approved by entity's Executive Team  
 Employees' clothing shall not have any symbols or logos related to alcoholic beverages or illegal substances and shall not violate the Saint Luke's Health System's diversity and inclusion initiative

4. Canvas shoes and sandals are prohibited in patient care areas. Sandals are permitted in non-patient care areas only according to #3 above. Heel height must not interfere with the ability to perform duties. In patient care areas, soft soled clean leather uniform or athletic shoes are preferable to reduce noise.
5. Employees in some departments may be required to wear protective and/or identifying clothing, devices, or equipment.
6. Departments may require employee to wear a specific uniform/scrubs or shoes.

Inappropriate apparel, grooming or appearance is addressed by the department supervisor or manager. Failure to follow guidelines may result in disciplinary action and an employee may be asked to return home to change on his/her own time or change into scrubs, at the discretion of the supervisor.

**IN COLLABORATION WITH**  
Human Resources

**THIS DOCUMENT APPLIES TO:**

Anderson County Hospital (d/b/a for Saint Luke's Hospital of Garnett, Inc.)  
 Anderson County Hospital Long Term Care Unit (d/b/a for Saint Luke's Hospital of Garnett, Inc.)  
 Family Care Center (FCC) at Anderson County Hospital (d/b/a for Saint Luke's Hospital of Garnett, Inc.)  
 Family Care Center South (FCCS) at Anderson County Hospital (d/b/a for Saint Luke's Hospital of Garnett, Inc.)  
 Bishop Spencer Place  
 Hedrick Medical Center (d/b/a for Saint Luke's Hospital of Chillicothe)  
 Hedrick Family Care at Hedrick Medical Center (d/b/a for Saint Luke's Hospital of Chillicothe)  
 Saint Luke's Cushing Hospital  
 Saint Luke's East Hospital  
 Saint Luke's Hospital of Kansas City  
 Saint Luke's Hospital of Kansas City Crittenton Children's Center Campus  
 Saint Luke's North Hospital (d/b/a for Saint Luke's Northland Hospital Corporation)  
 Saint Luke's South Hospital, Inc.  
 Wright Memorial Hospital (d/b/a for Saint Luke's Hospital of Trenton, Inc.)

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<b>APPROVED BY:</b>	Senior Executive Team
<b>PAGE:</b>	3 of 4

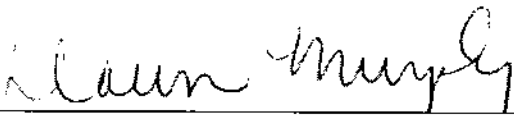


**Saint Luke's**  
HEALTH SYSTEM

**SLHS POLICY & PROCEDURE**  
HR-011

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- Saint Luke's Mercer County Clinic at Wright Memorial Hospital (d/b/a for Saint Luke's Hospital of Trenton, Inc.)
- Wright Memorial Physician Group at Wright Memorial Hospital (d/b/a for Saint Luke's Hospital of Trenton, Inc.)
- Saint Luke's Health System
- Saint Luke's Health System Home Care and Hospice
- Saint Luke's Neighborhood Clinics, LLC
- Advanced Urologic Associates, Inc.
- Medical Plaza Imaging Associates, Inc.
- Saint Luke's Physician Group
- Saint Luke's Care
- Saint Luke's College of Health Sciences
- Ventura Financial Services, Inc.
- Saint Luke's Surgery Center Shoal Creek, LLC

  
 Dawn Murphy, Senior VP, Human Resources 04/26/2018  
 \_\_\_\_\_ Date

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**PAGE:** 4 of 4