

		Policy Title:	Dress and Appearance Code
Effective Date:	09/01/89	Policy Number:	CMI_HR.106.6.130
Review Date:	05/01/17	Section:	Human Resources
Revised Date:	10/15/17	Oversight Level:	Subsidiary
Administrative Responsibility:		Vice President, Human Resources	

1. Purpose

1.1. To define the dress code and personal appearance expected of McLaren Central Michigan (MCM) employees

2. Scope

2.1. All employees. This policy does not pre-empt contractual language as stated in the Agreements between members of the bargaining units and McLaren, Central Michigan.

3. Definitions

3.1 N/A

4. Policy

4.1 Our MCM goal is to always present a professional appearance to all people with whom we come in contact as we carry out our duties. In an effort to monitor this dress and appearance code policy, management reserves the right to determine what constitutes appropriate attire.

4.2. Employees not adhering to the policy will be subject to disciplinary action outlined in the work rules. Employees found not in compliance will be required to return home and change to appropriate attire. Employees will not be compensated for this time away from work, nor will they be allowed to use benefit time.

4.3. Universal Standards: The requirements which follow are considered to be the minimum acceptable standards for all employees:

4.3.1. All employees are expected to have a neat, clean appearance, with good personal grooming.

4.3.2. Mustaches and beards must be neatly trimmed

4.3.3. Name tags shall be worn by all employees while on duty. Name tags shall be worn above the chest for visibility purposes and shall not be falsified or defaced. For specific provisions on photo name badges, please refer to the HR Policy #106.6.135-Photo Name Badges.

4.3.4. Clothing must be clean, pressed and properly fitting.

4.3.5. In areas where a specific uniform is not required, appropriate business attire shall be worn as outlined in 4.8.

4.3.6. Shoes shall be appropriate for work area, clean and polished. Footwear is required at all times. Medical grade crocs (without holes) may be worn. Shoe covers must be worn when crocs are permeable (with holes).

- 4.3.7. Blouses that are see-through or have a revealing neckline shall not be worn.
 - 4.3.8 Jeans of any color (with exception to specific maintenance department guidelines), denim scrubs, denim skirts or jackets, shall not be worn.
 - 4.3.9 Sweatshirts, hoodies, sweatpants, mini-skirts, tank tops, spaghetti straps, or spandex pants also shall not be worn.
 - 4.3.10 T-shirts, including those with the McLaren Central Michigan logo shall not be worn, except for hospital defined special event days.
 - 4.3.11 Undergarments must be worn and will be appropriate for the uniform. T-shirts with pictures or writing are not allowed as undergarments.
 - 4.3.12 Employees who chew gum will not blow bubbles or crack their gum.
 - 4.3.13 Piercing in visible body parts other than ears or nose are not allowed (ex: eyebrow, tongue, lips) Nose piercing limited to very small stud or stone.
 - 4.3.14 Jewelry will not be excessive; long dangling earrings will not be worn in patient care areas.
 - 4.3.15 Perfumes and fragrances (including scented body lotions and sprays) must be minimal for all employees and are not permissible for employees who work in patient care areas. Care must be taken to avoid body odor.
 - 4.3.16 Tattoos considered to be extreme or offensive to our customers may be asked to be covered. This decision is at the discretion of Management.
 - 4.3.17. McLaren Central Michigan logo wear apparel that is professional in nature may be worn in the appropriate setting as directed by departmental policy
- 4.4 Nursing Unit Specific Requirements:
- 4.4.1 Patient care providers shall wear colored (print or solid) scrub tops. Solid colored or white scrub bottoms are required. MCM will furnish the scrub suits suits and cover-ups for the OB staff, Cath Lab staff and the Surgical Services staff. Care will be taken to ensure that scrubs are pressed to appear neat as well as clean.
 - 4.4.2 Cover-Ups: Lab coats/jackets, purchased by employee may be worn for warmth.
 - 4.4.3 Skirts/skorts will not be allowed in nursing units.
 - 4.4.4 Shoes will be professional, clean and polished. Soft soles and/or rubber heels should be worn to reduce noise and prevent slipping. Athletic shoes are allowed if washable and professional in appearance. Medical grade crocs (without holes) may be worn. Shoe covers must be worn when crocs are permeable (with holes).
 - 4.4.5 Socks, stockings or hose must be worn at all times.
 - 4.4.6 Hair longer than shoulder length must be tied back.
 - 4.4.7 Fingernails shall be of an appropriate length. Neutral color polish or clear is acceptable. Artificial nails shall not be worn.
 - 4.4.8 Employees assigned to the Emergency Department, Cath Lab, Operating Room, Recovery Room, Pre-Op, Same-Day Surgery and Central Supply shall refer to the departmental policy for additional requirements for infection control and safety related concerns.
 - 4.4.9 For Unit Secretaries, scrubs or business attire will be worn, outlined in 4.8; Socks, stockings or hose must be worn at all times.

4.4.10 For Case Managers, appropriate business attire will be worn. Socks, stockings or hose must be worn at all times. If attire is sleeveless a lab coat must be worn.

4.5 Ancillary Services Specific Requirements: Includes Cardiopulmonary Services, Sleep Lab, Diagnostic Imaging, Laboratory and Pharmacy. Employees assigned to these units will comply with the following:

4.5.1 Respiratory Services - Solid bottoms and solid or print tops. A lab coat may be worn. Athletic shoes are allowed if washable and professional in appearance. Socks, stockings or hose must be worn at all times.

4.5.2 Cardiopulmonary Services and Sleep Lab - Appropriate business attire or solid bottoms and solid or print tops in muted colors/patterns. A lab coat may be worn. Athletic shoes are allowed if washable and professional in appearance. Socks, stockings or hose must be worn at all times.

4.5.3 Laboratory - White uniforms, appropriate scrubs or business attire with a white lab coat may be worn. While working with patients and specimens, Lab employees will wear a fluid resistant, long sleeved cover-up top over their clothes. These cover-ups will be provided by MCM and will be worn completely buttoned up the front and with the sleeves down. Athletic shoes are allowed if washable, non-permeable material and professional in appearance. Socks, stockings or hose must be worn at all times.

4.5.4 Diagnostic Imaging - White uniforms, appropriate scrubs or business attire a white lab coat may be worn. Diagnostic Imaging employees working in Surgery will be directed to wear scrubs. MCM required scrubs are to be laundered by MCM. Athletic shoes are allowed if washable, non-permeable material and professional in appearance. Socks, stockings or hose must be worn at all times.

4.5.5 Pharmacy - White uniforms, appropriate scrubs or business attire with a white lab coat may be worn. A white lab coat will be worn when outside the department. Athletic shoes are allowed if washable and professional in appearance. Socks, stockings or hose must be worn at all times.

4.6 Facility Services Specific Requirements: Includes Housekeeping, Linen, Maintenance and Supply Chain Management. Hourly employees assigned to these units will also comply with the following:

4.6.1 Housekeeping (Housekeeper I & II)-Navy or Black pants with scrub or polo shirts (colors in accordance with departmental policy), with athletic shoes or black/brown work shoes. Housekeepers who are assigned to Surgical Services, Cath Lab or Obstetrics shall wear unit specific scrubs. Socks, stockings or hose must be worn at all times.

4.6.2 Linen-Navy blue or black pants with scrub or polo shirts (colors in accordance with departmental policy), and athletic shoes or black/brown work shoes. Socks, stockings or hose must be worn at all times.

4.6.3 Maintenance-Polo shirt (colors in accordance with departmental policy). Blue/dark colored pants are allowed. Blue jeans may be worn provided they are not torn or dirty. Sturdy boots or shoes shall be worn. Socks, stockings or hose must be worn at all times.

4.6.4 Supply Chain Management- Navy blue or black pants with polo shirts (colors in accordance with departmental policy) and athletic shoes or black/brown work shoes. Socks, stockings or hose must be worn at all times.

4.7 Patient Registration Specific Requirements: Employees assigned to Patient Registration will wear appropriate business attire and will comply with the following:

- 4.7.1** White, royal blue or light blue Collared/Button up Dress blouse/shirt. Three quarter or long sleeve (as posted on McLaren e-shop) with "McLaren" and "Patient Access" logo.
- 4.7.2** Polo shirt defined on McLaren e-shop or Business Outfitters with "McLaren" and "Patient Access" logo.
- 4.7.3** Plain white collarless shirt may be worn under the cardigan, as indicated in 4.7.12.
- 4.7.4** Blouse/shirts must have straight hem only if worn untucked while maintaining a professional appearance.
- 4.7.5** Solid black dress long pants/slacks only that are of a poly, poly blend or wool blend.
- 4.7.6** Solid black dress skirt is permitted for women but no shorter than top of knees.
- 4.7.7** Pants cannot be longer than the shoe heels or short enough to see ankles.
- 4.7.8** Pants must fit appropriately and look business professional.
- 4.7.9** No capris are permitted.
- 4.7.10** No maxi skirts are permitted; mid-calf or knee length skirts only.
- 4.7.11** No jeans are allowed unless prior approval is given by Patient Access Management for any department or hospital sanctioned event.
- 4.7.12** Long sleeve black dress sweater/cardigan or black suit jacket may be worn over shirt/blouse.
- 4.7.13** ER employees may wear black short lab style jacket with pockets over blouse/shirt.
- 4.7.14** No hoodies or fleece permitted.
- 4.7.15** Shoes will be clean and in good shape.
- 4.7.16** Solid black or white tennis shoes permitted in ER.
- 4.7.17** Flats or low heels permitted in other registration areas.
- 4.7.18** Sock/stockings must be worn at all times.
- 4.7.19** Sandals are not permitted
- 4.7.20** Dress boots are permitted but pants cannot be tucked into boots.
- 4.7.21** Hair must be neat and clean and worn in a professional style; no extreme colors, hairstyles or ornaments.
- 4.7.22** No large or invasive jewelry is permitted.
- 4.7.23** No pins exhibiting outside organizations, unless approved by management.
- 4.7.24** Exceptions for holiday wear and special events/occasions must be preapproved by Patient Access management.

4.8 Business Offices Specific Requirements: At all times, employees assigned to a Business Office shall dress appropriately in order to project a professional image. Employees assigned to Business offices including Finance, Patient Accounting, Human Resources, Administration, Quality Improvement, Corporate Compliance/Risk Management, Marketing, Community Relations, Nursing Administration, Volunteer Services, Health Promotions, MCM Foundation, and Purchasing will comply with the following:

- 4.8.1** Business attire which is sleeveless will be allowed when part of a business ensemble/dress.

4.8.2 Appropriate business attire shall not be more than 3 inches above the top of the kneecap.

4.8.3 Cropped dress slacks may be worn if they are part of a business ensemble.

4.8.4 Tight fitting or athletic/casual Capri or cargo pants are not allowed.

4.8.5 Appropriate open toe/back footwear will be allowed. Flip-flops or casual sandals will not be allowed. Footwear must be professional in appearance.

4.8.6. Leggings (non-athletic type) may be worn with a dress or long dress shirt or sweater.

4.8.7 MCM business office employees (who do not routinely enter patient care areas) are not required to wear socks or nylons when skirt, dress slacks or cropped dress slacks are below the knee.

4.9 C.O.M.P. Specific Requirements: Employees assigned to the Central Occupational Medicine Program will comply with the following:

4.9.1 Receptionist/Non-Patient Care Staff - Business attire will be worn, as outlined in 4.8.

4.9.2 Patient Care Staff - Colored scrubs shall be worn. Athletic shoes are allowed if washable and professional in appearance. Socks, stockings or hose must be worn at all times.

4.10 Physician Offices Specific Requirements: Employees assigned to the Physician offices will comply with the following:

4.10.1 Receptionist/Non-Patient Care Staff - Business attire will be worn, as outlined in 4.8.

4.10.2 Patient Care Staff - Colored scrubs shall be worn. Athletic shoes are allowed if washable, non-permeable material and professional in appearance. Socks, stockings or hose must be worn at all times.

4.11 Rehab Services Specific Requirements: Employees assigned to Rehab Service will comply with the following:

4.11.1 Receptionist/Non-Patient Care Staff - Business attire will be worn, as outlined in 4.8.

4.11.2 Patient Care Staff:

4.11.2.1 Out-Patient Care Staff - Colored scrubs or business attire may be worn, as outlined in 4.8 with the exception of cropped dress slacks which are not allowed by patient care staff or colored scrubs. Athletic shoes are allowed if washable and professional in appearance. Socks, stockings or hose must be worn at all times.

4.11.2.2 In-Patient Care Staff - Business attire with a polo shirt (colors in accordance with departmental policy) embroidered with the MCM logo and department name or a white lab coat embroidered with the MCM logo and department name with either business attire as outlined in 4.8 or colored scrubs. Athletic shoes are allowed if washable and professional in appearance. Socks, stockings or hose must be worn at all times.

5. Procedure

5.1. N/A

6. References

6.1. N/A

7. Appendix
7.1. N/A

8. Previous Revisions: 05/01/17

9. Supersedes Policy: N/A

10. Approvals:

Carolyn Potter
Vice President, Human Resources

Date