

This policy applies to UMMS Shared Service employees only. Affiliate employees must reference the affiliate-specific policy.



UNIVERSITY of MARYLAND
MEDICAL SYSTEM

HUMAN RESOURCES POLICY

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POLICY #:
518

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POLICY:

DRESS CODE AND PERSONAL APPEARANCE

I. PURPOSE

Personal neatness and appropriate attire provide an atmosphere of professionalism and inspire confidence in our ability to deliver services. For reasons of customer service, safety, security, appearance and identification to patients, visitors, staff members and physicians, this dress code has been established for University of Maryland Medical System staff.

II. SCOPE

University of Maryland Medical System employees and staff (temporary, contractual, students,) are expected to comply with this policy. This basic dress code policy shall be incorporated into each department's individual dress code.

Exceptions to this policy may be made for religious, health or other reasons and will be determined on a case by case basis.

III. RESPONSIBILITY

The personal appearance of our employees and the impression they make on patients and the public is important. Each department/division will be responsible for developing a dress code incorporating the UMMS policy.

Each employee is responsible to convey a professional image through his or her contact with others.

Employees must be appropriately dressed and prepared to work in accordance with this policy.

Employees, when on duty, are to be modestly attired in an acceptable and professional manner, appropriate to the position they occupy in the hospital and are responsible to follow the established dress code.

Managers are expected to discuss the dress code requirements necessary for the job during the interview.

Managers are to advise personnel when attire is not appropriate to their work or the organization's public image.

IV. POLICY

A. Identification Badges and Pins

Employees are to visibly display their photo ID badge at all times while on duty. The badge is to be worn on the upper torso (right or left shoulder) with the picture side visible. For safety purposes, within the above stated parameters, employees working in clinical/patient care areas are asked to use professional discretion in determining how and/or where to place their name badge and/or photo ID.

Employees are permitted to wear only UMMS-approved pins, buttons, stickers, decals and insignias signifying technical or work-related accomplishments. Only logos of UMMS or departments within can be worn on visible clothing or accessories. Promotional logos of other organizations, institutions or causes are not permitted.

B. Hygiene/Grooming

The use of strong heavy scents and fragrances is highly discouraged. If you choose to wear a scent or fragrance product, please be considerate of others and select a light, mild scent.

For clinical areas, fingernails must be natural, neatly trimmed and no longer than ¼ inch in length from the fingertip. Polishes should be appropriate to work area. Artificial nails, nail extenders or gel wraps will not be allowed when working in any clinical area.

Hair must be clean, well-groomed and present a professional image. Hair that is shoulder length or longer, interferes with delivery of services or patient care or does not present a professional appearance must be secured off the shoulders and away from the face.

Large adornments and/or headdresses should not be worn.

Beards and mustaches must be appropriately trimmed at all times to meet the safety and sanitation requirements of the related job function.

C. Attire

Staff are expected to dress professionally and appropriately for their specific job. Employees who are hosting or attending meetings with clients, vendors or employees from outside UMMS should refrain from wearing casual attire, unless meeting attendees agree in advance to follow the business casual dress guidelines.

Supervisors and managers can specify additional alternative dress and grooming requirements based on the business needs of their departments.

Supervisors and managers can also specify special dress and grooming requirements necessary for employee or patient safety.

All attire must be clean, neat and in good condition.

D. Inappropriate Attire

The following list contains clothing items that are considered **unacceptable** or **inappropriate** workplace attire:

- leggings, stretch/stirrup pants, pants above knee, mini-skirts, mini-dresses,
- halter tops, tube tops, cropped tops,
- tank tops, sun dresses,
- jeans or denim attire of any kind or color, except where job functions necessitate or special departmental situations allow,
- low cut blouses and dresses, revealing excessive chest area or cleavage,
- visible undergarments either through sheer fabrics, including scrubs or improper concealment,
- workout clothing or other exercise apparel (i.e., nylon jogging suits, etc.), sweat pants, sweatshirts, sweat jackets, tee shirts, shorts, any shirt with sayings, symbols, etc., which would be deemed unethical or inappropriate for the professional image of the hospital,
- hats/caps,
- Excessively loose, tight or revealing clothing.

Dresses and skirts cannot be more than 3 inches above the knee.

Sloppy, patched, or tattered clothing, as well as overly tight fitting clothing is not acceptable.

E. Footwear

For safety reasons, all employees must wear shoes that are appropriate to their job. Shoes should be neat, clean, presentable, and safe to your job duties, and job area. Employees working in clinical areas must wear hospital approved close-toed shoes, sneakers or clogs.

OSHA Standard 1910.136(a) mandates that the employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where the employee's feet are exposed to electrical hazards. (OSHA standard 1910.1030 (d) (3) (i) closed toed shoes are required in departments and areas in which the above hazards exist including all patient care areas.

The following are not appropriate footwear for the workplace at UMMS: flip-flops, slippers, excessively high-heeled shoes.

Footwear prescribed by a physician will be acceptable when a written prescription is presented to the Employee Health Department.

F. Jewelry

For safety purposes, employees working in clinical/patient care areas are prohibited from wearing dangling earrings, no more than ½ inch below ear lobe. Necklaces must be worn underneath uniform or be modest in length and worn close to neck if visible outside the uniform. Bracelets, watches and other jewelry must not dangle (as in a charm bracelet) and be modest in size.

G. Scrub Suits

A scrub suit is defined as a top and bottom apparel that is worn in specific departments of the hospital. Scrub suits, masks, shoe covers, and gloves should be worn only in areas designated by relevant department policies and only by those designated to wear them as part of their personal protective equipment.

H. Other Aspects of Appearance

In order to present a professional appearance to our customers, the following aspects of appearance are outlined below.

- i. Hair of unnatural color (i.e., red, blue, purple, green, etc.) is unacceptable.
- ii. Contact lenses or other eyewear lenses of unnatural color (i.e., red, purple, designs, etc) are unacceptable.
- iii. The use of metallic sprays, glitter, or sequins on skin, hair or clothing is not permitted.
- iv. No more than two visible earrings are permitted in each ear. All other visible piercings (i.e., tongue, nose, eyebrow, lip rings, etc.) must be removed while in work environment.
- v. Visible tattoos may offend some customers and co-workers while at the workplace and therefore these shall not be visible if possible. Tattoos that are unable to be covered must be appropriate in content and in keeping with a professional image.
- vi. The use of earphones, headphones, music players, mobile phones or other devices in public or patient care areas is not permitted, unless approved by management or required.

I. Corrective Action for Non-Compliance

Non-compliance should be addressed in accordance with UMMS's corrective action procedure.

Addendum

Business Casual Dress Guidelines

As we take advantage of more casual, relaxed attire while still projecting a professional image, “Business Casual Dress” is the UMMS way of expressing a mode of dress that conveys neat attire appropriate for our business. This mode of dress offers a comfortable alternative to suits, ties, dress shoes and the formality of the traditional business office. Each department is responsible for electing business casual dress guidelines and will notify employees as such.

The following are some suggestions to help you make good choices and comply with the UMMS Business Casual Dress.

Pants/Slacks

Dress pants, khakis, dressed cropped pants and corduroys are acceptable. Inappropriate choices include jeans of any color, capri pants, sweat pants, stretch pants, overalls, spandex, other form-fitting material or shorts.

Shirts

Casual shirts with collars, polos, blouses, golf shirts, sweaters, sports jackets and turtle-necks are appropriate. Midriff-bearing, spandex, souvenir or logo T-shirts, sweatshirts, tank tops or halter tops should not be worn.

Skirts/Dresses

Casual dresses and skirts are acceptable. Mini-skirts, denim skirts or jackets, spaghetti straps, open backs, low-cut or revealing dresses are not acceptable.

Footwear

Loafers, dress boots, flats, dress sandals and leather deck shoes are acceptable casual shoes. Work or hiking boots, athletic or tennis shoes, leather or canvas sneakers, sport sandals, flip-flops, and slippers are not acceptable choices.