



Dress Code and Personal Appearance Expectations

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 Center staff.

Attire

Staff members are expected to dress professionally and appropriately for their specific job. All attire must be clean, neat and in good condition. The following list contains some of the 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
- Flip flops, slippers, excessively high-heeled shoes

Aspects of Appearance

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

- Hair of unnatural color (i.e., red, blue, purple, green, etc.) is unacceptable
- Contact lenses or other eyewear lenses of unnatural color (i.e., red, purple, designs, etc) are unacceptable
- The use of metallic sprays, glitter, or sequins on skin, hair or clothing is not permitted
- 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 our work environment
- 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
- The use of earphones, headphones, walkman or iPods in public or patient care areas is not permitted, unless approved by management or required

We want you to be tobacco-free!

UMMC is a tobacco-free organization and the use of tobacco products are not permitted on Medical Center grounds.

Dress Code, Tobacco, and Attendance Policies may be found on our Human Resources Intranet.

I have read, understand and agree to comply with the Dress Code and Personal Appearance Expectations outlined above.

Name (Please Print)

Signature

Department

Date