POLICY/PROCEDURE

POLICY:

Associates must present a professional, business-like appearance that reflects the proficient care and high standards of Lourdes Health Network (LHN). Associates’ work attire should complement an environment that reflects a modest, efficient, orderly, safe and professionally operated organization.

Immediate supervisors, department directors and managers must communicate and enforce LHN’s dress code and their departmental dress code. In certain situations, if an associate’s attire or appearance is judged by the supervisor as inappropriate or to be in noncompliance with this policy, he/she may be sent home. If the associate is sent home, it is to be on unpaid time and the associate may be required to return to work. Violations of this policy may result in counseling and/or disciplinary action, up to and including termination.

This policy applies to LHN associates, contract staff, employed medical staff, volunteers, and students, all shifts, all days of the week, and representing LHN off-site when volunteering at events, such as county fairs, safety fairs, etc. Attire consistent with the traditional standard for the event is the exception. This policy does not necessarily apply to associates who are at all LHN facilities during off duty hours.

PROCEDURE:

DRESS REGULATIONS AND APPEARANCE

1. General Requirements

   Basic rules of personal hygiene must be maintained for infection control purposes.

   Under the Infection Control policy, artificial fingernails and extenders are prohibited on associates providing direct patient care per LHN INFECTION CONTROL POLICY.

   **LHN INFECTION CONTROL POLICY: H-3 HAND HYGIENE GUIDELINES**
   - Artificial fingernails and fingernail extenders are prohibited for employees providing direct patient care, (i.e., nursing staff, LIP, MD’s, therapists, sitters, lab staff, dietary staff, x-ray staff, OR staff, etc.)
   - Artificial fingernails are any material applied to the nail for the purpose of strengthening or lengthening nails to include but not limited to wraps, acrylics, tips, any appliqués or other than those made of nail polish.
   - Natural nail tips shall be maintained at ¼ inch or less from the fingertip for employees providing direct patient care.
   - Nail polish if worn shall be without cracks or chips.
   - Hand lotions or creams compatible with current hand hygiene products shall be supplied by the organization.
Specifically Required:

- Fingernails should be clean and properly trimmed without visible staining or dirt under or around the nails. Patient care associates are prohibited from bringing personal lotions into the workplace.
- Facial hair shall be neatly trimmed and not to exceed 1 inch.
- Hair shall be neat and well maintained.
- Hair color should not fall outside those shades which can be found naturally (i.e., pink, green, purple, etc. are not acceptable).
- For direct patient care staff, hair must be tied back and/or worn up when it is more than shoulder length.
- All male associates are expected to wear their hair no longer than shoulder length.
- Proper hygiene shall be maintained to prevent unpleasant body or mouth odors.
- Makeup should be worn in a conservative professional manner.

Jewelry and Tattoos:

- Visible tattoos are not permitted. Any visible tattoos must be covered.
- Facial jewelry such as ear lobe gauges, eyebrow rings/studs, nose rings and studs, lip and mouth area rings and studs or tongue studs are not permitted. Piercings and tattoos must be completely healed per infection control recommendation. No more than two (2) earrings per ear lobe are allowed.
- Excessive (more than 2 sets) or larger than 2 inch earrings are prohibited.
- Associates having contact with patients and/or machinery are to keep jewelry to a minimum for safety reasons.

Fragrances:

- Perfume, cologne, scented lotion or after-shave are not permitted.
- Associates are not to smell of smoke.

Footwear:

- Footwear must be appropriate for the work area.
- The following shoes are not acceptable: “flip-flop” style sandals, bedroom slippers, and moccasins. Sandals must have a heel strap and nothing between the toes.
- Heel height can be no more than 3 inches.
- Boots may not be worn over pants or leggings unless worn with a skirt or long tunic.
- No gladiator shoes or sandals.

See visuals at the end of the policy.

Badges:

- Name badges must be worn and fully visible at all times so that patients, visitors, and employees can identify staff and their job title. Badges must be worn above the waist. Reference Personnel Policy 5300-08 #3 Parameters.
- All lanyards must be quick release or break-away design.
Clothing:
All clothing is to be clean, neat, pressed, well maintained, non-revealing and professional in appearance.

Prohibited clothing includes, but is not limited to, the following items for all associates in all departments:

- Sunglasses worn indoors, unless worn for medical reasons.
- Hats, scarves, when used as a head covering unless worn outside. Scarves may be used to tie hair back. Exception: maintenance, facilities and dietary personnel are allowed to wear Lourdes approved hats. Surgery staff may wear scrub hats. Associates undergoing medical treatment may request to wear appropriate hats or scarves. Requests should be referred to the Director of Human Resources or designee.
- Clothes expressing verbal sentiment or personal expression, i.e., advertisements, cartoon characters, team logos, etc.
- Revealing clothing or styles (see-through, low cut, showing cleavage, strapless, halter, spaghetti straps, backless, bare midriff, low rise pants), short skirts, shorts, and casual capris.
- Sweat pants, including "designer" styles.
- Dungarees, overalls, denim attire: jeans, dresses and skirts (including "designer" jeans). Exception: Special announced events and training requirements and approved recreation attire where and when approved.
- Leggings, stretch pants or Spandex, unless worn with appropriate length skirt or dress. Cropped leggings are not to be worn.
- Any attire or appearance judged to be suggestive, immodest or inappropriate.
- Skirts or dresses can be no shorter than 3 inches above the knee.
- Capri pants are not permitted in the workplace.

See visuals at the end of the policy.

2. Specific Uniform Clothing Requirements

a. Uniformed Departments
   Specific departments may require employees to wear standard uniforms.

b. Departmental Dress Codes
   Individual departments may have dress code policies specific to their departments that are in accord with this policy. The Director of Human Resources or designee should be consulted before the specific department policy is finalized.

3. Reasonable Accommodation of Religious Beliefs

LHN recognizes the importance of individually held religious beliefs to persons within its workforce. LHN will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire
accommodation based on religious beliefs should be referred to the Director of Human Resources or
designee.

Note: Administration (Administrative Council) reserves the right to make exceptions to this policy when it
deems appropriate.
**Policy/Procedure**

**Facility:** LHN  
**Dept No:** 01.8650  
**Policy No:** 5300.06  
**Department:** Human Resources  
**Title:** Dress Regulations and Appearance Standards

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**Shoes**

- **Acceptable**
- **Not Acceptable**

- ![Acceptable Shoes](image1.png)
- ![Not Acceptable Shoes](image2.png)

**Skirts**

- **Acceptable**
- **Not Acceptable**

- ![Acceptable Skirt](image3.png)
- ![Not Acceptable Skirt](image4.png)

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**Dresses**

- **Acceptable**
- **Not Acceptable**

- ![Acceptable Dress](image5.png)
- ![Not Acceptable Dress](image6.png)

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**Shoes**

- **Acceptable**
- **Not Acceptable**

- ![Acceptable Shoes](image7.png)
- ![Not Acceptable Shoes](image8.png)

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**Shoes**

- **Acceptable**
- **Not Acceptable**

- ![Acceptable Shoes](image9.png)
- ![Not Acceptable Shoes](image10.png)
<table>
<thead>
<tr>
<th>Tattoos</th>
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Lourdes Health Network

POLICY/PROCEDURE

FACILITY: LHN
DEPT NO: 01.8650
POLICY NO: 5300.06
DEPARTMENT: Human Resources
TITLE: Dress Regulations and Appearance Standards

Cosmetics
Acceptable
Not Acceptable

Shirts
Acceptable
Not Acceptable

Earrings
Acceptable
Not Acceptable

Pants
Acceptable
Not Acceptable
Leggings
Acceptable  Not Acceptable

Shoes – No higher than 3 inches
Not Acceptable  Not Acceptable

Gladiator Shoes
Not Acceptable  Not Acceptable

Capris
Not Acceptable  Not Acceptable

Boots
Acceptable  Not Acceptable

DEPARTMENT:  Human Resources
TITLE:  Dress Regulations and Appearance Standards