Basic Dress Code and Professional Appearance Standards

The information in this document applies to all employees. Each employee is responsible for maintaining a professional appearance that enhances the image of CHRISTUS® Trinity Mother Frances Health System.

Guidelines: All employees are expected to report to work neat, clean, well groomed and dressed in attire appropriate for their job assignment.

• Employee identification badges will be worn by all employees at all times while at the workplace. Badges may not have pins, stickers or buttons covering any part of the name badge. Badges must be worn on left side of body—between shoulder and elbow (badges may be placed on right side when wearing a lab jacket or uniform that has CTMFHS logo or identification on the left side).

• Clothing must be professional in appearance and of appropriate size. No inappropriate wording, jokes or messages unrelated to CTMFHS. Party attire, too short dresses/skirts or un-kept (not ironed/pressed) clothing is not appropriate.

• No jeans of any color are allowed. Denim is acceptable in some situations and allowed if clothing is appropriate for office setting. No faded or torn/frayed denim.

• No shorts, except where noted and authorized as part of a uniform (warehouse and laundry during the summer months).

• No Capri Pants, Leggings, no pants made of jersey/t-shirt material, no “skorts”/divided skirts or sweat pants and no overalls. The length of pant /slacks should be no shorter than 1” to 3” above the ankle. Slacks or pants must be a professional style for a business setting.

• No Hats or Caps, except where noted. Hairnets and/or CTMFHS approved cap or chef hat is allowed in kitchen areas; safety hats when required. CTMFHS approved hat or cap is authorized for employees that are required to work outside. Etiquette standards that dictate the removal of hats are to be observed for all employees while eating in the cafeteria as well as other locations such as the chapel.

• There may be some differences allowed for clinical and non clinical areas. The first premise is that the foot should be covered. Shoes and footwear must be conservative and in good condition and appropriate for the clothing worn. In business areas, professionalism is priority and women’s styles may incorporate a “peep” style, which allows some small part of the foot to be revealed—up to approx. 1 ½” opening and most toes are covered. In clinical areas, clogs are acceptable, provided that they are solid, no holes and have a strap in the back. Tennis shoes, if authorized by the uniform policy, must be mostly white or black (based on departmental policy). Strap type sandals are not allowed. As mentioned above, more stringent guidelines for shoes may be necessary for safety reasons because of handling heavy loads, working in slip or fall hazardous areas, etc.
• Socks/hose are required in clinical areas. Hose, stockings are not required in non clinical areas as long as other guidelines are met for shoes and/or dress code.

• Maroon scrubs are reserved for RNs and LVNs.

• All shirts must be professional business style and appropriate for a business setting. T-shirts or similar style collarless shirts may not be worn as primary shirt.

• Earrings must be conservative and not excessively large in style. No more than (2) earrings per ear for women and no more than (1) earring for men.

• Employees that provide direct patient care or have contact with food or patient care equipment are not authorized to wear artificial nails or tips. Fingernails must be clean and not to exceed one-quarter inch in length. Nail polish is allowed in all areas except for those in surgical settings. Nail polish color must be conservative and not chipped. Decorative or adornments on nails are not allowed.

• All cosmetics, perfume and cologne must be conservative. Perfume/cologne may not be allowed in all settings.

• Tattoos or body piercing must not be visible to others. Must cover any tattoos or body piercing that is distracting to the overall dress/uniform.

• Beards are allowed if neat and closely groomed. Appropriate covering must be worn if in sterile operative or food prep environments. Beards may be prohibited in certain jobs/areas for safety reasons.

• Hair must be groomed, clean and neat in appearance. Long hair must be pulled back and secured for employees working in clinical, food prep areas, or for safety and security reasons. Hair color must be typical hair color shades (may not be colors other than normal shades i.e., blue, purple). Hair may not have large or distracting adornments. Males with long hair at or below shoulder length must have hair neatly pulled back.

### Acceptable

| • Suits—Jacket with pants, jacket with skirt, jacket with dress  
| • Blouse worn with skirt or pants  
| • Denim if acceptable situation—such as denim jacket, denim skirt  
| • Polo style shirt with slacks or skirt  
| • Closed toe shoes with hosiery  
| • Two earrings per ear for women only  
| • One earring per ear for men  
| • Neat and closely groomed beards  
| • Scrubs |

### Unacceptable

| • Shorts  
| • Jeans  
| • Capri pants/Leggings  
| • T-shirts with inappropriate logos  
| • Crop/Tank Tops  
| • Bare Midriffs/Halters  
| • Thong Shoes/Sandals  
| • Cocktail/Evening Dresses  
| • Clothing that does not fit well  
| • Wrinkled clothing  
| • Skirt lengths that do not reflect good business taste and do not cover your thighs when seated  
| • Jogging suits  
| • Sweat pants  
| • Uncovered tattoos  
| • Hats or caps, except where noted |

**NOTE:** EMPLOYEES WILL BE SENT HOME IF NOT ADHERING TO THE DRESS CODE. If you have any questions on appropriate dress, please contact your Human Resources Representative at 903-531-5627.

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