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| **Name of Policy:** Dress code<br><br>**Policy Number:** 3364-25-06<br><br>**Approving Officer:** President<br><br>**Responsible Agent:** Chief HR Officer<br><br>**Scope:** University of Toledo Medical Center | <br><br>**Effective date**:<br>January 23, 2024<br><br>**Original effective date:**<br>November 18, 2008 |
| **Keywords**: dress code, attire, clothing, hygiene, cleanliness, hair, fingernails, name tag, badge, footwear, headphones, ear buds, tattoos, piercings, adornments | |

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| | New policy | | Minor/technical revision of existing policy |
| X | Major revision of existing policy | | Reaffirmation of existing policy |

(A) Policy statement

Every department of the university of Toledo medical center ("UTMC") will provide and enforce the dress code policy incorporating the information below as a minimum. This dress code applies to everyone working at UTMC. Students at the university are governed by their respective college policies and classroom dress code policy and they are exempt from this policy when utilizing public areas such as the cafeteria, coffee vendors, gift shop and bookstore. Students present in patient care areas must adhere to this policy. Professional attire and personal appearance must be maintained in a dignified and business appropriate manner by all employees during working hours and during all occasions while representing UTMC consistent with the following guiding principles:

(1) Ease of identification

(2) Appropriateness of attire

(3) Awareness and sensitivity to religious practice

(4) Good personal hygiene

(B) Purpose of policy

These dress code standards assure the safety of employees and patients. It is the policy of UTMC that all employees (and students present in patient care areas) observe high standards of personal appearance at all times. UTMC employees are an important part of the hospital and university's public image. While we respect the fact that our workforce is driven by personal values and cultures, we expect a consistency in appearance that reflects the values and culture of our organization. Our employees represent the hospital and influence the opinion of our patients, visitors, customers, medical and surgical staff, other employees, and the communities we serve. Proper dress, grooming, personal hygiene, adornment, and overall appearance support a positive and professional atmosphere and facilitate services at the UTMC.

(C) Procedure

All faculty, employees, residents and students present on patient units at UTMC, must follow the dress code policy for their work area. The guidelines below are minimum requirements for all departmental dress code policies. Further details specific to departmental working environments should also be included in departmental policy. Personnel not in compliance with applicable dress code policy may be asked to go home on their own time and return to work in appropriate attire. Personnel not in compliance with applicable dress code may be subject to disciplinary action, up to and including termination. In the event of an emergency call-in, the dress code standards will be waived. Reasonable accommodation will be made regarding religious, cultural or disability situations and will be reviewed on an individual basis for compliance with this policy, with input from the office of institutional equity and HR compliance as needed.

(1) Hygiene

(a) Personal cleanliness: Personal cleanliness, including proper oral hygiene and absence of controllable body odors are a standard. Perfumes and fragrances should be kept at a minimum.

(b) Hair: Hair must be kept clean and neatly styled. All beards and moustaches should be trimmed and neat in appearance. Beards/facial hair may be subject to department specific policy. Any apparatus that an employee uses to hold back their hair must be clean.

(b) Fingernails: Fingernails must be clean, well-manicured and appropriate for the

work site.

i. The use of artificial nails is prohibited in employees who provide direct patient care or have contact with the patient's skin. Additionally, it is prohibited for employees to have artificial nails when encountering environmental surfaces near the patients.
ii. The term "artificial nails" refers to materials applied to the nail for strengthening, lengthening or cosmetic purposes. This may include but is not limited to wraps, tips, tapes, acrylic overlays, ultraviolet-cured nails (e.g., gel, shellac), appliques, jewelry, and pierced fingernails.
iii. Food handlers will follow Ohio department of health guidelines in addition to the statements in this policy regarding artificial nails and nail length. Information is listed in the Ohio Administrative Code 3717-1-02.2 Management of personnel: personal cleanliness.
iv. Nail polish is allowed to be worn on nails in patient care areas. Polish must be free of chips and cracks.
v. Nails should be less than 6mm (¼ inch) past the end of the fingertip for non-perioperative team members and less than 2mm (0.08 inch) for perioperative team members. This will allow the individual to thoroughly clean underneath.
vi. The hands, including the nails and surrounding tissue, should be free from inflammation. Occupational health or the employee's personal care physician should evaluate staff with infections of the nail/hands prior to reporting to work.
vii. No artificial nails are allowed for caregivers, dietary, surgery, or surgical support employees. (See infection control policy on hand hygiene - policy #3364-109-GEN-102 for more specific information.)

(d) Jewelry: Jewelry should be appropriate for the work site and worn in a limited fashion when working directly with patients. Reasonable accommodation will be made regarding religious, cultural or disability situations and will be reviewed on an individual basis for compliance with this policy, with input from the office of Institutional equity and HR compliance as needed.

(2) Name tags and badges

(a) Name tags: UTMC identification badges must always be displayed with the name of the employee facing outward so that all employees are easily recognizable by all customers. The UTMC identification badge needs to be worn above the waist, not on the belt or pants. The employee's name, title, department, and photo must be completely visible on the UTMCidentification

badge (see Identification badges, policy #3364-40-23 for more detail on UTMC identification badge requirements.) Identification badges must be replaced if they become unreadable or the employee transfers department or has a new position.

(b) Badges/pins: A maximum of three badges/pins (not including identification badge) may be worn. Badges/pins worn must be reflective of a professional organization, customer service, or issued by UTMC or the employee's department.

(3) Clothing

(a) Clothing: Clothing should be neat, clean, and appropriate for the department in which the employee works. Department-specific policies may supersede these dress requirements where appropriate. Departmental issued uniforms containing UTMC logos will be acceptable when addressed in departmental dress code policies.

(b) Footwear: Shoes must be clean, closed toe in clinical areas, and in good repair and safe for the job duties performed. No flip flops, thongs or slippers can be worn. Socks or hose must always be worn. Medical clogs are allowed. Refer to appropriate department-specific policies for specific compliance with patient and employee safety regulations.

(c) Tops/shirts: Clothing should cover the back and abdomen during required movements of the individual's job. No spaghetti straps, t-straps or halter tops can be worn and no exposed cleavage. No sweatshirts or t-shirts, the exception being that plain colored t-shirts may be worn under scrub suits.

(d) In patient care areas, scrub suits may be worn in lieu of shirt and slacks. Purchasing and laundering of scrub suits are the responsibility of the staff member.

(e) Pants/skirts: Skirt and dress hemlines more than three inches above the knee and shorts are not acceptable. Slacks must fall between the knee and the ankle and must be of a dressy or business casual nature. No bib overalls and no form-fitting pants/slacks. Jeans are not allowed unless authorized by department-specific policies.

(f) Undergarments/outerwear: Undergarments are required, but should not be visible above, below or through clothing. Outdoor wear such as coats, jackets,

gloves, sunglasses, and hats are acceptable when appropriate for the duties performed by the employee.

(g) Spirit wear: is allowed on designated days only, but it is up to the individual departments to decide whether to allow the spirit wear and to what extent.

(4) Headphone/earbud use: The use of headphones/earbuds is not acceptable unless required for the position.

(5) Tattoos/piercings/adornments

(a) Tattoos may be visible if the images or words do not convey violence, discrimination, profanity, or sexually explicit content.

(b) Piercings must not interfere with infection control or the ability to work safely.

All departments must comply with the above dress code, except where department-specific policies supersede. Employees may be disciplined up to and including discharge for not wearing appropriate attire pursuant to this policy or otherwise failing to comply with the policy.

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| **Approved by:**<br><br>/s/<br>Gregory Postel, MD<br>President<br><br>**Date:** January 23, 2024<br><br>**Review/revision completed by:**<br>• *Chief HR Officer*<br>• *Senior Leadership Team* | **Policies superseded by this policy**:<br>• *None*<br><br>**Original effective date:**<br>*November 18, 2008*<br><br>**Review/revision date:**<br>*February 1, 2013, April 10, 2015, February 21, 2017, December 16, 2019, September 15, 2023, January 23, 2024*<br><br>**Next review date:**<br>*January 23, 2027* |