


Name of Policy: <u>Dress Code Guidelines</u> Policy Number: 3364-103-PC-11 Department: Service Excellence– Pastoral Care Approving Officer: Chief Experience Officer Responsible Agent: Spiritual Support Manager Scope: UTMC Pastoral Care	 Effective Date: 10-4-2019 Initial Effective Date: 9/17/2008				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy
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(A) Policy Statement

Chaplains in the Pastoral Care Department must comply with the guiding principles according to UTMC hospital dress code policy 3364-25-06. Professional attire and personal appearance must be maintained during working hours including all on call responses and during all occasions while representing UTMC.

(B) Purpose of Policy

It is the policy of the Pastoral Care Department to observe high standards of personal appearance at all times. Proper dress, grooming, personal hygiene, adornment and overall appearance support a positive and professional atmosphere.

(C) Procedure

In addition to hospital requirements, appropriate attire for chaplains is as follows:

- For gentlemen a shirt, tie, and dress slacks minimum; jacket/blazer is optional.
- Females may wear dress, skirt of appropriate length, and/or dress slacks, and shirt. Sweater or jacket is mandatory.
- No bare legs or feet, socks or hose must be worn at all times.
- All clothing must be clean and neatly pressed.

Personnel not in compliance may be asked to go home on their own time and return to work in appropriate attire. Employees may be disciplined up to and including discharge for not adhering to this policy.

Approved by: /s/ _____ Mario Toussaint Chief Experience Officer <i>Review/Revision Completed By:</i> Dan Deeter	Review/Revision Date: 7/27/2009 10/29/2012 10/23/2015 08/17/2018 10/4/2019 Next Review Date: 10/4/2022
Policies Superseded by This Policy: None	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.