


Name of Policy: <u>Dress Code: Clerical Staff, Management, Professional</u> Policy Number: 3364-104-805 Department: Food & Nutrition Approving Officer: Chief Experience Officer (CXO) Responsible Agent: Director, Food & Nutrition Scope: Food & Nutrition	 Effective Date: 5/1/2019 Initial Effective Date: 8/2002
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

Clothing worn by Food and Nutrition Services (FANS) employees on any specified non-uniform job should be appropriate, ensure employees safety and meet sanitation guidelines.

(B) Purpose of Policy

To provide a dress code for Word Processors (II & I) and Clinical Dietitians

(C) Procedure

Clothing

Must be clean and pressed, of proper fit, opaque, and in good condition. Clothing must not be styled so as to distract other employees or call attention to the employee wearing the clothing. Either slacks or pants which cover the entire length of the leg to the ankle, or cropped pants (for females only) which reach to the mid-calf length or longer are acceptable (hose should cover any visible leg). Blue jeans and sweatpants are not permitted. Tee shirts / leggings are not permitted. Either skirt/dress is to be from knee to ankle length only.

Hair

Hair is to be kept neat and presentable.

NOTE: Any Food & Nutrition employee entering a food service or production area must completely cover their hair with a hair net or surgical cap.

Facial Hair

Beards are permitted as long as they are neatly trimmed. Sideburns are to be neat and even with the ear lobes. A mustache may not exceed 1/2 inch and are not permitted to be lower than lower lip line. Neatly trimmed, no sullivan or twist mustache.

Socks/Stockings

Leg coverings must always be worn. Leg coverings must cover any exposed part of the leg. This applies equally to either slack/pant or dress/skirt lengths.

Shoes

Shoes must be sturdy, comfortable, have low heels, and easy to walk in at a normal pace. No open toed sandals/shoes, or spiked heels are allowed for safety reasons.

Jewelry

All jewelry should not create a safety hazard.

NOTE: Any employee entering a food service or Production area must have any long dangly earrings secured either in hair net or surgical cap. All long necklaces must be secured in such a manner that creates no safety issues. I.E. tucking of necklace under sweater for safety and not letting it dangle from neck.

Fingernails

Fingernails must be clean and at moderate length.

The Enforcement Of Policy

In the event an employee reports to work without the proper uniform, the employee will be instructed to clock out and given one (1) hour to secure the proper uniform and return to work. For each occurrence after the first one, the employee will be instructed to clock out and given one (1) hour to return to work and shall be given a breach of policy notice for offense.

<p>Approved by:</p> <p><u>/s/</u> <u>4/23/19</u> Joshua Krupinski Date Director, Food & Nutrition</p> <p><u>/s/</u> <u>4/23/19</u> Mario Toussaint Date Chief Experience Officer (CXO)</p> <p><i>Review/Revision Completed By:</i> <i>Food & Nutrition</i></p>	<p>Review/Revision Date: 8/2002 6/2005 6/2/2008 7/1/2011 7/1/2014 3/3/2017 4/23/2019</p> <hr/> <p>Next Review Date: 5/1/2022</p>
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