


Name of Policy: Dress Code Guidelines Policy Number: 3364-103-PC-11 Approving Officer: Chief Executive Officer Responsible Agent: Spiritual Support Manager Scope: University of Toledo Medical Center		 Effective date: 2/13/2025 Original effective date: 9/17/2008	
Key words: Dress Code, Attire, Grooming, Hygiene, Chaplain, Pastoral Care			
	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

Chaplains in the Pastoral Care Department must comply with the guiding principles according to UTMHC 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 UTMHC.

(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

- (1) In addition to hospital requirements, professional business attire is required for chaplains as follows:
 - (a) For gentlemen a shirt, tie, and dress slacks minimum; jacket/blazer is optional.
 - (b) Females may wear dress, skirt of appropriate length, and/or dress slacks, and shirt. Sweater or jacket is optional.
 - (c) No bare legs or feet, socks or hose must be worn at all times.
 - (d) All clothing must be clean and neatly pressed.
- (2) 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.

<p>Approved by:</p> <p>/s/</p> <p>_____</p> <p>Daniel Barbee Chief Executive Officer</p> <p>2/13/2025</p> <p>_____</p> <p>Date</p> <p>/s/</p> <p>_____</p> <p>Dan Deeter Spiritual Support Manager</p> <p>1/31/2025</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by: Spiritual Support Manager</i></p>	<p>Policies Superseded by This Policy:</p> <p>Initial effective date: 9/17/2008</p> <p>All Review/Revision Dates: 7/27/2009 10/29/2012 10/23/2015 08/17/2018 10/4/2019 07/26/2023 2/13/2025</p> <p>Next review date: 2/13/2028</p>
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