Title: DRESS CODE

Scope:
This policy applies to all MultiCare Health System (MHS) employees, volunteers, students, agency, contractors, travelers and agency staff. This scope includes Tacoma General, Mary Bridge, Allenmore, Good Samaritan, Auburn Medical Center, Deaconess, Valley, Rockwood Clinic and all ambulatory areas.

Policy Statement:
A. This policy establishes the guidelines for dress, appearance, and hygiene that will reflect MultiCare’s values.

B. The policy is intended to help staff members present an image to the public while on duty that is consistent with MultiCare’s mission and goals, creates a perception of excellence in all aspects of care and service, and reflects the expectations of patients and other customers.

C. The personal appearance of our employees and the impression that is made on patients and the public has been conclusively demonstrated to be significant in promoting trust and confidence.

D. Each employee conveys an image of MultiCare through contact with others, and it is an expectation that all employees comply with the Dress Code policy in order to ensure a positive impression based on personal appearance, as well as to ensure the safety of patients and staff.

Procedure:
I. To meet the goals of this policy, MultiCare has adopted a “professional/business casual” approach as our minimum dress standard all days of the week. Compliance with additional policies related to aspects of dress or appearance and department-specific requirements is expected, but in no instance shall the standards be less than or contrary to the general policy.

A. The following guidelines will help to define “professional/business casual” attire:

1. Clothing that is considered appropriate and conservative in traditional settings such as banks, hotels, and other service-oriented businesses where professionalism is important to customers.

2. Clothing should be clean, pressed and not excessively worn or faded. Anything you might wear to the gym, to the beach, or to clean around the house is not appropriate for a professional environment. A good rule to follow is: When in doubt, leave it out.
If you are unsure whether your clothing meets the standards of “business casual” professionalism, it is best to assume that it does not.

B. Specific descriptions of acceptable and unacceptable attire and appearance are provided to eliminate confusion and create consistency in the application of the dress code:

1. Hairstyles:
   a. Will be neat, clean, and conservative in keeping with a professional image, business-like in style and color.
   b. In clinical areas, hair must be off the collar, pulled back and secured.
   c. Barrettes, ribbons, and other securing devices will be simple and appropriate for a professional environment.

2. Head Coverings: Hats, caps, and other head coverings, except if they are worn as part of assigned uniform/scrubs, for religious reasons, or for health/safety reasons, are inappropriate.

3. Facial Hair:
   a. Beards and mustaches shall be neat, clean, and appropriately trimmed.
   b. Beards are not allowed in clinical areas where Personal Protective Equipment effectiveness is compromised by their presence (refer to TB/respiratory protective program in the MHS Administrative Safety Manual).

4. Fingernails:
   a. Will be neat, clean, and in keeping with a professional image, business-like in style and color.
   b. They should be appropriately trimmed to meet the safety and performance standards of the related job-function (refer to MHS policy Nails and Hand Jewelry). Artificial nails are not permitted for staff providing direct patient care.

5. Attire
   a. Clothing will meet the standards of traditional, business professionalism.
   b. Length of dress, skirt, skort, or culottes will not be shorter than three inches above the top of the knee.
   c. Clothing is to be free of slogans, pictures, and/or advertisements unless specifically approved by MultiCare. Logos smaller than 2” x 2” are acceptable.

6. Inappropriate Attire
a. Tank tops
b. Blue jeans
c. Shorts of any type
d. Capri style pants. Capri style pants are not permitted in patient care facilities but may be permitted in non-patient care buildings only. See definitions for a list of non-patient care buildings. Capri pants worn in non-patient care facilities/buildings must meet the “professional business casual” standard. Employees who work in a non-patient care facility/building may not wear capri style pants when visiting a patient care facility/building to conduct business, attend meetings and/or classes, etc.
e. Overalls (unless necessary for protection of other clothing)
f. Sweatshirts [Excludes: (1) sweatshirts worn in connection with work in inclement weather or other extreme environmental conditions when approved by departmental supervision; and (2) sweatshirts with the MultiCare logo.]
g. Sweat outfits
h. Camouflage clothing of any kind
i. Underwear type T-shirts
j. Sports apparel such as “sweats”, “warm-ups”, jerseys except when authorized by Sr. leadership for specific dates/days.
k. Exposed backs or midriffs
l. Form-fitting and revealing clothing such as Spandex and see-through apparel

6. Footwear
a. Shoes and socks or hose may be required in patient care facilities and buildings at the discretion of facility management. Not wearing hose or socks may be permitted in non-patient care facilities/buildings at the discretion of management. See definitions for a list of non-patient care facilities/buildings. Employees who work in a non-patient care facility/building must wear hose or socks when visiting a patient care facility/building to conduct business or attend meetings and/or classes, etc. if that facility’s management requires hose or socks.
b. Shoes must be clean and in good repair
c. Where dictated by safety requirements, footwear should fully encase toes and heels, with a reasonably “rigid” material.
d. Loafers, conservative dress boots, flats, closed-toe sandals and leather deck shoes are acceptable, as are other leather-type dress shoes including open-toed dress shoes.
e. Athletic shoes are appropriate in other than office settings when required by the demands of the job and approved in department-specific dress requirements and must be clean and professional in appearance and color.

f. Slipper-style sandals, casual sandals and rubber or leather flip-flops (thong-style sandals) are not appropriate and are not permitted in any MHS work area, facility or building.

g. Birkenstock-type and Croc shoes should be closed-toed.

7. Undergarments: Employees should wear appropriate undergarments for a work setting.

8. Jewelry: Jewelry should not be distracting or pose a safety risk for staff or customers but should conform to conservative professional attire (refer to MHS policy Nails and Hand Jewelry).

9. Body Piercing: Jewelry may not be worn in any visibly pierced body part except ears.

10. Tattoos: Tattoos are not appropriate for a professional image and must be covered unless covering it poses a safety risk.

11. Make-up: Make-up should be in keeping with a professional image, business-like in style and color, and should not be distracting.

12. Personal Hygiene
   a. Employees will be clean, well groomed, and free from odor, including the smell of cigarette or other tobacco odors.
   b. The use of scents such as perfumes, colognes, and scented body lotions is not permitted in any MHS facility.

13. Holiday Attire: Departmental management is responsible for establishing guidelines or acceptable attire/costumes during designated holiday periods.

14. Buttons, Badges: Wearing buttons, badges or similar items that are offensive or derogatory in nature is prohibited.

Definitions:

**Non-Patient Care Building/Facility** – Any MHS building or facility in which patients are not treated or seen. Examples include:

- 124 Building
- 409 Building
- 222 S. J
- 5th and L
- Auburn Office Building
- Chelsea Heights
Child Care
East Main
Education Building
Facilities Building
Fawcett
Riley

**Patient Care Building or Facility** – Any MHS building or facility in which patients are seen or treated. Examples include (but are not limited to):

- All Hospital buildings
- Cancer Center
- Clinics
- Urgent Care sites
- Mary Bridge Speech and Hearing
- Tacoma Family Medicine
- Neurosciences Center
- Physician Offices
- Retail Clinics and Pharmacies
- Sleep Centers
- Home Health and Hospice building
- WIC sites
- All administrative offices or departments located within a patient care building or facility

**Related Policies:**
MHS P & P: "Progressive Guidance"

**Point of Contact:** Director of Human Resources: 403-1372

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