

Policy Title: Employee Dress and Appearance Policy	
Department: Human Resources	
Area: Employee Relations & Practices	Effective Date: February 2011
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Approved by: Mary Lynne Wright	Reference Number: HR.EMP.005.07
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Scope

All staff identifying themselves as employed by Madison Hospital, whether they are clocked in, off duty or attending on-campus classes will adhere to this policy while on facility premises. This includes students, allied health professionals, physicians, contractors, and employees who are assigned to Madison Hospital departments from Huntsville Hospital departments.

Policy

Those individuals representing Madison Hospital have a responsibility to not only provide quality health care to our customers, but to *look* the part as well. Therefore, attire, grooming, and personal hygiene are critically important to the hospital's success. Employees are expected to demonstrate professionalism and good judgment at all times related to makeup, clothing and appearance. Clothing must be clean and pressed, be appropriate for your size, and not drag the floor. Clothing and jewelry which may pose a safety hazard or which could interfere with or detract from the delivery of high quality patient care or other business functions of the hospital, will not be permitted. Employees not in compliance with this policy will be subject to disciplinary action up to and including termination of employment.

The following specific standards regarding personal appearance and neatness are required:

- **Identification badges** must be worn by employees at all times when at work or in class or meeting on campus. The badge picture and name on the badge must be visible and readable at all times. Wearing the badge at or below the waist is not permitted and lanyards are not permitted. Badge pulls and clear covers are available in Administration. Employees are not permitted to attach anything to the badge itself, including stickers, decals, pins, or similar items, unless the items are HH Health System hospital-issued, issued by an academic institution, or approved by Madison Hospital Administration and may not cover the photo or name on either side of the badge.
- **Personal Hygiene** is very important. Showering and the use of antiperspirant or deodorant are required. Strong perfume or fragrances of any kind are not permitted. All fragrances are discouraged for employees who have patient contact.
- **Smoking/Tobacco Products:** Employees who use tobacco products must eliminate smoke odor from clothing, skin, and breath while at work. If you have a smoke/cigarette smell on your person or clothes while at work you will be sent home to change your uniform and eliminate the smell before returning to work. Second occurrence will be grounds for immediate termination. Employees found to be smoking or using any form of tobacco or electronic cigarette on the Madison Hospital campus will be terminated immediately.
- **Hair** is to be clean, well groomed, and of a natural color (i.e. no pink, orange, blue, purple, cherry red, mahogany, unnatural gray/silver, burgundy, green, etc.). Distracting extremes in hair styling, dyeing, bleaching, coloring, and shaving designs into your hair are not permitted. Hair and hair accessories must not be distracting or extreme. In clinical/patient care areas hair below shoulder length whether straight, curly, or in braids must be confined behind the shoulders (i.e. pony tail) while working. Mohawks are not permitted.
- **Hats and sun visors** are not permitted except for Plant Operations and Food Services. They must be clean and in good condition and the brim of the hat must face forward.

- **Contact lenses** or tinted lenses must not be distracting.
- **Mustaches, beards and goatees** must not interfere with N95 mask use. For employees not requiring N95 mask use mustaches, beards and goatees are permitted but must be clean, neatly trimmed and not present a bushy or uncombed appearance. Mustaches must not extend over the lip.
- **Fingernails** are to be kept clean and cannot exceed ¼ inch from the tip of the finger. Nail polish, if allowed, in the department, must not be chipped or cracked. Extreme colors and nail art are not permitted. Artificial nails (i.e. bubble, powder dipped, acrylic/gel overlays, acrylic/gel nails, wraps, tips, and nail strengthener or hardener that is not removable by acetone) are not permitted if the employee has direct contact with patients to include direct physical contact with patients during exams, procedures, treatments, nursing care, and registration of patients. Artificial nails are also not permitted if the employee has no direct patient contact but cleans the patient's environment, prepares or handles equipment, handles supplies or linens for patient use, prepares or handles medications or blood products for patient use, transports patients, is employed by Food & Nutrition Services in any capacity, or is physically based in a clinical environment such as a nursing unit. Evaluation of potential patient contact should take into consideration what sort of contact is usual as well as what contact is possible in the performance of the job. Madison Hospital reserves the right to identify any nail product of any kind as inappropriate for use.
- **Eyelashes** – false lashes with unnatural appearance (i.e. extreme length or thickness) and/or embellishments (i.e., unnatural colored tips, jewels, etc.) are not permitted.
- **Rings, necklaces, bracelets, earrings, and wristwatches** are permitted. Employees are permitted to wear up to two necklaces, two bracelets (wristwatch counts as a bracelet) per wrist, two rings on each hand (wedding set counts as one ring), up to two earrings in each ear lobe. Earrings are not permitted on the top of the ear or in the cartilage above the earlobe.

Earrings must not be larger than 1 inch in diameter or length for clinical employees and 2 inches in diameter or length for non-clinical employees.

- **Visible body piercing** (other than earrings) is not permitted. This includes tongue piercing and forking, eyebrow piercing, spacers in the ear lobe or nose, nose piercing and any other piercing that may be deemed as distracting.
- **Pins** are permitted if they are hospital issued, issued by academic institutions, or approved by Madison Hospital Administration. Employees may wear up to two pins on their lapel or through the slot at the top of their badge.
- **Tattoos** must be covered at all times while working at Madison Hospital, regardless of location. Extreme body altering and branding must not be visible. Arm sleeves used to cover up tattoos must be a solid color and are to adhere to the dress code policy related to approved undershirt colors, i.e. Clinical Professionals undershirts must be white, beige, gray, or black., etc.

- **Uniforms**

- **Clinical Professional, Advanced Practice CRNP and CRNA**

- Light Gray or Black Scrub Tops

- Light Gray Scrub Pants

- Outerwear Lab Coats may be Light Gray, White, or Black

- Undershirts must be solid white, gray, or black

- Jackets must be hospital approved black jacket.

- **Clinical Professional, Case Management**

- Olive, Olive with Black insets, Solid White, Solid Black Scrub Tops

- Olive Scrub Pants

- Undershirts must be solid gray, white or black

- Outerwear – Lab coats may be White, Olive, or Black

- Jackets must be hospital approved black jacket.

- **Clinical Professional, Nursing**

Olive, Olive with Black insets, Solid White, Solid Black Scrub Tops
Olive Scrub Pants
Undershirts must be solid gray, white or black
Outerwear – Lab coats may be White, Olive, or Black
Jackets must be hospital approved black jacket.

Clinical Professional, Pharmacists, Respiratory Therapists, Physical Therapists, Imaging Technologists, Medical Technologists, Dietitians

Pewter (dark gray) scrub tops
Black or pewter scrub pants
Undershirts must be solid gray, white or black
Outerwear, Pewter or Black
Jackets must be hospital approved black jacket.

Clinical Support, Health Unit Assistants, Patient Care Assistants, OR, Lab, Imaging, Emergency Department, Pharmacy Technicians

Khaki or Black Scrub Tops
Khaki or black Scrub Pants
Undershirts must be solid white or black
Outerwear Lab Coats may be Khaki or Black
Jackets must be hospital approved black jacket.

Food & Nutrition

Chefs/Cooks - White or Black Chef Coat and Black Pants
Coordinators – Blue Shirt, long or short sleeved, button down or polo style and Black Pants
Support Staff – Taupe Shirt, long or short sleeved, button down, polo style, or scrub top and Black Apron with Madison Hospital logo. Black Pants
Undershirts must be solid white, khaki, or black
Food Services Manager – Burgundy Shirt long or short sleeves

Environmental Services

Brown Scrub Tops
Brown ¾ or long sleeve shirt with Madison Hospital Logo
Brown Polo Shirt with Madison Hospital Logo
Black Pants
Undershirts must be solid colored and be white, black or brown
Outerwear - Hospital approved Black Jacket

Information Technology

Black ¾ or long sleeve Button Down or Polo Shirt with Madison Hospital Logo
Khaki Pants
Undershirts must be solid colored and be white or black

Plant Operations

Khaki and Blue uniforms provided by contract with Cintas
Undershirts must be solid white or khaki

Registration

Mint Green Polo or Cucumber Button Down with Madison Hospital Logo
Black Pants
Undershirts must be solid white or black
Outerwear – Hospital approved Black Jacket

Vein Center

Teal Scrub Top with Black Scrub Pants
Black Lab Jacket
Undershirts must be solid black, white, or teal
Outerwear – Hospital approved Black Jacket

Greeter

White shirt, Navy Blazer, Red Vest, Khaki Pants

- **Shirts**
T-shirts and Sweatshirts, whether long or short sleeve and worn as a primary outerwear garment are not permitted. Lingerie straps, spaghetti straps, indented armholes, cut-off sleeves, racer back tops, revealing or plunging necklines are not permitted. Shirts should not ride up to expose your back or midriff when your arms are extended. Cleavage must be covered. See-through clothing is not acceptable. Undergarments must be concealed and be worn at all times. Denim material of any color is not permitted.
- **Sleeves**
Clinical personnel must wear attire with sleeves. Non-clinical personnel may wear sleeveless attire as long as it is in good taste and undergarments are covered (no indented armholes).
- **Pants-** Stirrup pants, shorts of any type, leggings, sweat pants, jogging pants, and skorts are not permitted. Spandex and parachute material is not permitted. Denim material of any color is not acceptable for pants. Pants must be at least ankle length.
- **Dress and skirt** lengths cannot exceed three inches above the top of the knee. The top of the slits or kick pleats in skirts/dresses should not exceed five inches above the top of the knee. Denim material of any color is not permitted.
- **Hosiery or socks** must be worn by clinical personnel.
- **Shoes** must be worn at all times and must be clean and in good repair. Open toed shoes, thong sandals, and flip flops are not permitted in any area. Shoes should match or complement your uniform or outfit. If your department has safety restrictions you must follow those guidelines.
- **Shoe covers and booties** cannot be worn outside of your department or unit.

Medical Restrictions

Requests for an exception to this policy for medical reasons must be presented to the Madison Hospital Employee Health Office and Human Resources with supporting medical documentation. Employee Health will retain a copy of the request and medical information and will respond in writing. A copy of any approved exception will be sent to your manager. Medical restrictions or exceptions must be updated annually and are reviewed on a case-by-case basis.

Religious or Cultural Accommodation

Requests for an exception to this policy for religious or cultural beliefs or questions regarding accommodations should be directed to the Madison Hospital Human Resources Department.

General Guidelines

Employees who change into required apparel once on campus may wear clothing outside this dress policy to and from work but must not wear a badge or represent themselves as employees while not dressed professionally for work.

Throughout the course of the year, the hospital may choose to allow certain attire outside this dress policy on certain days for special events.

Questions, clarifications and interpretations of this policy may be necessary and should be directed to Administration at Madison Hospital.

Department managers are permitted to adopt a stricter Dress and Appearance Policy for their individual departments if they deem necessary. For example, Food & Nutrition Department employees must abide by the Madison County Health Department Code