

KB0055835

Personal Appearance Policy

Swedish Medical Center

Department: Human Resources

Number: N/A

Approved by: Director, HR

Date Last Reviewed: 10/1/2009

Date Last Revised: 10/1/2009

Policy Name: Personal Appearance

Scope:

All employees regardless of work area and/or exposure to the public or patients are expected to adhere to this policy. Departments with specific standards may create policies that are more specific, but still adhere to this standard.

- All SMC employees
- Swedish volunteers (Additional dress and grooming guidelines can be found in the Volunteer Manual and with your campus Volunteer Supervisor)
- Anyone working for SMC under contract either directly or through the service of an outside firm, including vendors
- Physicians who are employees of SMC
- Physicians who practice at SMC

Purpose: Each Swedish Medical Center (SMC) employee, whether a direct provider of patient care or a support staff member, is a member of a professional health care team. Personal appearance, including attire, accessories, grooming and cleanliness, contribute to the overall business image presented to patients, customers, visitors, physicians, business partners, other staff and the general public and should not become a distraction.

Policy:

While on paid time and when officially representing SMC, employees, physicians, contractors and vendors are expected to display a professional appearance, reflecting the high standards of this organization.

Attire

- Attire should be appropriate for the employee's role and work performed.
- Neat, clean, pressed, coordinated, properly fitted and in good repair are the key words in determining appropriate clothing and accessories.
- Discretion and modesty should prevail in the selection of clothing worn.
- Shoes should be appropriate to work performed and meet department, safety and occupational standards.
- Stockings/socks are required for employees working in jobs providing clinical/patient care.
- Every effort should be made to keep whites white – both shoes and clothing.
- Undergarments must be worn yet not be conspicuously visible under clothing.
- The SMC ID badge is required and must be visible at all times while on duty.
- Blue jean or denim pants (regardless of color) are not appropriate attire.
- Leisure wear such as jogging outfits, T-shirts (such as undershirts and logo T-shirts), tank tops sweat pants, spandex, leggings, hooded shirts or sweatshirts (“hoodies”), baseball and other hats, bandanas (do-

rag) and items with large brand names across the front or back are not considered appropriate attire for the workplace.

Definitions: *Chemical sensitivity:* An allergic condition attributed to extreme responsiveness to various environmental chemicals.

Employee Responsibilities:

Employees are responsible for ensuring their personal presentation complies with SMC, departmental, and pertinent safety and occupational health standards. If an employee has a question or concern about meeting this standard, it is his/her responsibility to consult with his/her supervisor or manager.

Supervisor/Manager/Director Responsibilities:

Supervisors/managers are responsible for communicating the personal appearance standard to employees and outside contractors in their department and for ensuring that the personal appearance of their employees and outside contractors consistently complies with SMC and pertinent safety and occupational health standards.

This policy provides general guidance; if in the judgement of the supervisor/manager, an employee does not meet those standards the supervisor/manager is accountable to clarify standards with the employee and follow the progressive corrective action process. The supervisor/manager has the discretion to send the employee home without pay to change clothes, shower or to take other measures required to come into compliance with expectations and return to work immediately, or to return to work for the next scheduled shift. An outside contractor in violation of the personal appearance standard may also be sent home as outlined above.

When necessary, a manager may develop a separate written standard requiring uniforms or specific attire because of the particular services provided. Any standard other than the organizational policy must be reviewed/determined appropriate and approved by the Director, Strategic HR Partners and the respective Vice President in advance of implementation. The departmental standard must be consistent with the intent of the overall organizational policy and must not be discriminatory based on race, color, creed, religion, sex, age, national origin, citizenship, language, veteran or marital status, sexual orientation, gender expression/identity, or the presence of any disability, or perceived disability, and all other bases prohibited by local, state, or federal law.

Human Resources Responsibilities:

The Strategic Human Resources Partners Department is available to interpret the policy, assist employees, supervisors and managers with questions, and to review departmental policies to ensure their requirements fall under the overall corporate policy.

Expert Consultants:

- Strategic HR Partner (SHRP)
- Director Epidemiology & Emp Health

Regulatory Requirement:

- WAC 296-823-15020.
- RCW 49.17

References:

- Fitness for Duty HR Policy
- Progressive Corrective Action HR Policy
- Photo Identification Policy

The statements of this policy document are not to be construed as a contract or covenant of employment. They are not promises of specific treatment in specific situations and are subject to change at the sole discretion of the facility.

This policy does not modify the express terms of any collective bargaining agreement. In the event of a conflict between this policy and the terms of a collective bargaining agreement, the collective bargaining agreement will prevail.