



## SUPERVISORY POLICIES & PROCEDURES

### Personal Appearance Policy

#### POLICY

The Cleveland Clinic Foundation recognizes the importance of the professional appearance of its staff in maintaining an atmosphere conducive to the delivery of quality health care services. To promote such an atmosphere, employees are expected to dress in a manner appropriate to the jobs that they perform. This policy constitutes a **minimum standard and departmental guidelines may include a stricter interpretation**. Management reserves the right to determine what constitutes appropriate attire.

#### APPLICATION OF POLICY

##### **I. UNIFORMED EMPLOYEES**

Employees working in an area, department or function with a specific uniform requirement are expected to wear the uniform, while on duty, in accordance with the uniform policy of that particular department or area. Decisions regarding the provision and replacement of uniforms and the associated cost to the employee will be the determination of the division/department. Division policy shall be consistent among job classifications.

A. Employees who are furnished uniforms or other garments by The Cleveland Clinic Foundation are held responsible for all garments supplied to them and will be charged accordingly for any such garment that is carelessly destroyed, rendered unwearable, lost, stolen or not returned upon departmental transfer or termination.

1. Uniforms which are provided by The Cleveland Clinic Foundation should be worn by employees only during working hours for the specific purpose intended, except in those departments where it is permitted to wear CCF issued uniforms while traveling to and from work.
2. Employees who are furnished uniforms or other garments by The Cleveland Clinic Foundation are expected to keep them clean, pressed, and in good repair.
3. The Textile Service Department will maintain the uniforms for those areas, as identified by the Infection Control Committee, with a high degree of exposure to bodily fluids.

B. Employees who furnish their own uniforms are expected to report to work in a uniform which is clean, pressed and in good repair in accordance with the uniform policy of the department.

C. Hats should be worn only if they are part of the approved uniform.

## II. NON-UNIFORMED EMPLOYEES

Employees working in areas or departments that do not have a specific uniform requirement should dress in a manner which is appropriate to the job being performed and consistent with the business needs of the area.

A. **Examples of appropriate attire are** clean, neat, non-wrinkled skirts, suits, dresses, tailored pants, slacks (ankle-length), blouses, shirts, sweaters, blazers, sports coats and turtlenecks. **Dresses or skirts must be of sufficient length.** Men are encouraged to wear ties unless they pose a safety hazard.

B. **Examples of inappropriate attire are** revealing, form fitting or see-through clothing, T-shirts, (except as part of an approved uniform top), sweat suits, jogging suits, tank tops, shorts, jeans, denim of any color, leggings, capri style pants, overalls, sandals or shoes without backs, flip-flops, shoes worn without socks or hosiery, fishnet or patterned hosiery, and midriff shirts.

## III. GENERAL GUIDELINES

A. Hair style, jewelry, makeup and fingernail lengths should be appropriately chosen to achieve a look of professional credibility. Facial hair for men must be well groomed.

B. Hosiery should be neutral in tones such as nude, suntan, taupe, black, grey, or solid color opaque or sheer. Socks may be worn only if they are covered by pants or slacks.

C. Shoes should be appropriate for the work being performed. Acceptable styles include oxfords, dress flats, loafers or moderately heeled dress shoes. Some departments may permit athletic shoes with uniforms.

D. In those areas where employees are providing movement or exercise therapy, athletic shoes and sport shirts may be worn. In situations where employees are participating in recreation or athletic activities with patients, departments may permit sweat suits, jogging attire, or walking length shorts.

E. Natural and artificial nails should be kept short and polish, if worn, may not be chipped and should be kept to a basic color with minimal decorations to convey a professional image. Employees with direct patient care or food handling responsibilities may not wear artificial nails (e.g. acrylic nails, wraps, gels).

F. Business Casual attire may include khakis with a polo shirt (no vendor logo other than CCF), blazers, full length pants or slacks, skirts with sweater, etc. **Jeans or denim material are not acceptable.**

G. **Tattoos must be covered during working hours. Body piercing jewelry may not be**

visible except in the ear lobes. No more than two pair of simple earrings may be worn per ear.

- H. Departments may promulgate policies, further define standards of dress and grooming relative to jobs within their area and will be responsible for determining if employees are adhering to standards of dress and grooming.
- I. Contractors and vendors who are routinely on CCF premises should be advised of expectation to comply with CCF standards of dress and grooming.

#### **IV. MISCELLANEOUS**

- A. The employee ID Badge must be worn above the waist in compliance with CCF policy.
- B. Activated pagers and cell phones, except those approved by The Cleveland Clinic Foundation to its employees for use on duty, are prohibited.
- C. Good personal hygiene is expected of all employees.
- D. Failure to adhere to standards of dress and grooming may result in corrective action.