

**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 Hospital Allenmore Hospital, Mary Bridge Children’s Hospital, Good Samaritan Hospital, Auburn Medical Center, MultiCare Deaconess Hospital, MultiCare Valley Hospital, MultiCare Rockwood Clinic, Covington Medical Center, Gig Harbor Medical Park 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 environment surrounding patients and their families is vitally important to healing. Included in a healthy and healing environment is the professional appearance of our staff. This policy is intended to help staff members present an image to the public while on duty that is consistent with MultiCare’s mission, vision and values, creates a perception of excellence in all aspects of care and service, reflects the expectations of patients and other customers, promotes a healthy and healing environment, promotes trust and confidence, respects cultural diversity of staff and contributes to a safe work environment.

**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, and business-like in style and color. Vibrant colors will not be permitted.
  - b. In clinical areas, hair must be off the collar, pulled back and secured.
  - c. Barrettes, ribbons, and other securing devices should 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. Artificial nails are not permitted for staff providing direct patient care. This includes gel and shellac nail polish.
5. Attire
  - a. Clothing will meet the standards of traditional, business professionalism.
  - b. Clothing is to be free of slogans, pictures, and/or advertisements unless specifically approved by MultiCare. Logos smaller than 2" x 2" are acceptable.
  - c. Long sleeve White or Black undershirts maybe worn. No logos on sleeves.
6. Inappropriate Attire
  - a. Blue jeans

- c. Shorts of any type
- d. Capri style pants are not permitted in patient care facilities but may be permitted in non-patient care buildings only. 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. 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.]
- f. Sports apparel such as "sweats", "warm-ups", jerseys except when authorized by Senior leadership for specific dates/days.
- g. 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. 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, in good repair, closed toed, flat, have a back, and be comfortable.
- c. Where dictated by safety requirements, footwear should fully encase toes and heels, with a reasonably "rigid" material.
- d. Loafers, conservative dress boots, flats, and leather deck shoes are acceptable, as are other leather-type 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.

	<ol style="list-style-type: none"> <li>7. Lost or Damaged Uniform: \$25 replacement fee, if check payable to: MultiCare Foundation.</li> <li>8. Badge and Polo are mandatory &amp; required to volunteer.</li> <li>9. Undergarments: Employees should wear appropriate undergarments for a work setting.</li> <li>10. Jewelry: Jewelry should not be distracting or pose a safety risk for staff or customers but should conform to conservative professional attire.</li> <li>11. Body Piercing: Body piercings are generally limited to ears in all MHS locations. Local leadership may permit ear gauges and/or one small nose stud. The decision to allow ear gauges and/or a small nose stud are entirely at the discretion of local leadership.</li> <li>12. Tattoos: Tattoos on the face are not permitted. Other visible tattoos are permitted so long as the tattoo does not contain obscene, profane, racist, discriminatory, sexual or otherwise objectionable words or imagery. The assessment of whether a tattoo violates MHS standards rests solely with management. Employees and/or leaders should consult with Human Resources if there are questions as to whether a tattoo meets MHS standards. Tattoos not meeting MHS standards must be covered at all times while at work.</li> <li>13. Make-up: Make-up should be in keeping with a professional image, business-like in style and color, and should not be distracting.</li> <li>14. Personal Hygiene <ol style="list-style-type: none"> <li>a. Employees will be clean, well groomed, and free from odor, including the smell of cigarette or other tobacco odors.</li> <li>b. The use of scents such as perfumes, colognes, and scented body lotions is not permitted in any MHS facility.</li> </ol> </li> <li>15. Holiday Attire: Departmental management is responsible for establishing guidelines or acceptable attire/costumes during designated holiday periods.</li> <li>16. Buttons, Badges: Wearing buttons, badges or similar items that are offensive or derogatory in nature is prohibited.</li> </ol>
	<p><b>Definitions:</b></p> <p><b>Non-Patient Care Building/Facility</b> – Any MHS building or facility in which patients are not treated or seen.</p> <p><b>Patient Care Building or Facility</b> – Any MHS building or facility in which patients are seen or treated, and includes all administrative offices or departments located within a patient care building or facility.</p>
	<p><b>Related Policies:</b></p>

	MHS P & P: "Progressive Guidance" MHS P & P: "Nails and Hand Jewelry"
	<b>Point of Contact: Director of Human Resources: 403-1372</b>
<b>Approval By:</b> Quality Safety Steering Committee	<b>Date of Approval:</b> <b>8/13; 6/16; 9/18</b>
Original Date: Revision Dates:	1/89 7/90; 1/91; 11/91; 8/95; 12/97; 10/99; 02/00; 03/02; 03/04; 04/06; 2/09; 8/10; 8/13; 5/16; 4/18; 8/21
Reviewed with no Changes Dates:	1/90, 1/91

Distribution: MHS Intranet

Policy approved 6/16, posted 1/3/17

Scope/locations of services updated March, 2017.

East Region scope/locations of services upload July 1, 2017.

# Volunteer Polo Uniform

Volunteers are required to wear their assigned MultiCare Uniform Polo while volunteering.

There are two styles to choose from, a loose fit or fitted polo.

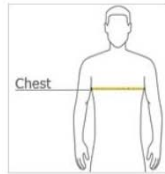
The sizes available range from XS to 4X.

You must provide your own business casual pants, and the accepted color options are: Black or Khaki (Dickies or Cargo Pants accepted)



## Loose Fit

### HOW TO MEASURE



#### CHEST WIDTH

Measure under the arm and around the fullest part of the chest with arms down, keeping tape horizontal.

### SIZE CHART

	9XL	10XL	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL	7XL	8XL
Chest	70-72	73-75	32-34	35-37	38-40	41-43	44-46	47-49	50-53	54-57	58-60	61-63	64-66	67-69



## Fitted

### PRODUCT MEASUREMENTS

	XS	S	M	L	XL	XXL	3XL	4XL	5XL	6XL
Bust	18 1/2	19 1/2	20 1/2	22	23 1/2	25	27	29	31	33
Sleeve Length	15 1/4	15 3/4	16 1/4	16 7/8	17 1/2	18 1/8	18 3/4	19 3/8	19 3/8	19 3/8
Body Length at Back	26	26 1/2	27	27 1/2	28	28 1/2	29	29 1/2	30	30 1/2

#### BUST

Measured one inch below armhole.

#### SLEEVE LENGTH

Start at center of neck and measure down shoulder, down sleeve to hem.

#### BODY LENGTH AT BACK

Measured from high point shoulder to finished hem at back.