



Origination 11/1/2007  
Last Approved 8/23/2021  
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Next Review 8/22/2024

Owner Janene Bernales  
Policy Area Human Resources  
Applicability Rees - Sharp  
References Dress Code, Policy, SRS, TJC-Human Resources

## SRS Appearance Guidelines, 04314

### PURPOSE:

To establish appearance expectations for employees of Sharp Rees Stealy that project a professional image at all times and is consistent with the Sharp Behavior Standard *Appearance Matters*.

### DEFINITIONS:

- A. **Casual Wear:** Acceptable Casual Wear includes denim jeans, skirts, jumpers and overalls; pants; dresses; skirts; athletic shoes; sport shirts; sweaters; capri (calf-length) pants in a knit or cotton fabric; and other comfortable fitting clothes. Sweaters, shirts and /or blouses must be below the waist line.
- B. **Too Casual Wear:** Though not an exhaustive list, Too Casual Wear includes any attire with holes or tears; unkempt clothes; all styles of faded denim; excessively short skirts or dresses (two inches above the knee standing up); excessively sagging pants; athletic attire such as sweat pants; exercise wear; leggings/yoga pants in spandex or other clinging fabric; shorts; t-shirts; attire that is revealing or extremely brief; tank tops; halter tops; midriff shirts; low-cut garments; strapless or off the shoulder tops, spaghetti straps; muscle shirts or under shirts; fishnet tops; spandex; hats, caps, bandanas, visors, or hoods; worn-out (dirty, ragged, scuffed) athletic shoes or thong-type shoes such as flip-flops; sock-like footwear and slippers.

### TEXT:

Employees are to wear their identification badges at all times so that their name and title are easily visible, i.e., above the waist.

Any styles, makeup or personal grooming practices which draw unusual attention or unfavorable comments, cause discomfort or safety hazards to co-workers or the public are unacceptable and will be

addressed individually based on management discretion.

Too Casual Wear is never acceptable in the workplace. Employees who are not appropriately attired may be asked to go home and change and will not be compensated for the time away. Progressive discipline according to HR policy may be used in case of repeat occurrence.

#### A. Clothing

1. Clothing and uniforms must be clean, pressed and in good repair.
2. Torso must be completely covered even when bending and reaching. Mid-drift type tops and low rider pants are not acceptable.
3. Pants should not be shorter than capri (mid-calf) length.
4. Denim/jeans must be free from holes, not excessively acid washed and in good condition. Low-risers and jean leggings are not allowed.
5. Undergarments should not be visible.
6. Skirts or dresses which are excessively short are not acceptable; hem length must be no shorter than two inches above the knee standing up unless worn with non-athletic leggings or opaque tights.
7. Employees not involved in providing direct patient care may wear sleeveless attire with the following exceptions: fabric must cover the entire top of shoulder; no tank tops, no spaghetti straps, no visible undergarments, no plunging neck lines.
8. To allow patients to clearly identify clinical staff, only employees providing direct patient care should wear uniform scrubs.

#### B. Footwear

1. Footwear shall be selected to ensure employee and patient safety.
2. Walking shoes (close-toed, slip resistant shoes with flat, cushioned soles) are considered acceptable as part of an employee's attire.
3. Shoes should be clean and well maintained, and should complement the rest of the employee's appropriate work attire. Any shoes which include designs that draw unfavorable attention or cause distraction should not be worn.
4. Open-toed shoes for employees in non-patient care roles are acceptable in non-clinical areas with the following exceptions: no thong-style shoes (including thong-style shoes with straps behind the ankle), no rubber-type beach footwear.

#### C. Hygiene and Accessories

1. Good personal hygiene should be practiced daily.
2. Hair shall be clean, neatly styled and secured if necessary for patient and/or staff safety. Beards and mustaches shall be neatly trimmed (but not allowed for staff who wear N95).
3. Perfume, colognes, and lotions should be used sparingly so as to be detectable only in the immediate presence of the wearer. Individuals providing direct patient services should be fragrance free for the comfort and well-being of patients.

4. Jewelry may be worn, but should be discreet, and be consistent with patient and employee safety. Keep earrings small or moderately sized. Small ear gauges are allowed. A small nose stud is allowed (no septum piercings or rings). No other pierced jewelry or body adornments are allowed, including tongue studs.
5. For employee and patient safety, the recommended fingernail length is ¼ inch. Fingernails should not hamper productivity or be excessive for the workplace. Healthcare workers must comply with fingernail and nail polish guidance provided in the SHC policy on Hand Hygiene #05704.99.
6. Tattoos may be visible if the images or words do not convey violence, discrimination, profanity, sexually explicit content or objectionable words or imagery. Tattoos containing such messages must be covered with bandages, clothing, or cosmetics. Visible tattoos on face and neck are not allowed. Please cover any not-allowed tattoos with clothing compliant with our appearance guidelines (like long-sleeve shirts, pants, turtlenecks) or concealing makeup. Due to hand-washing requirements, there are no acceptable methods for covering inappropriate hand tattoos, including bandages, makeup or gloves.

**REFERENCES:**

None

**ORIGINATOR:**

Human Resources Division

**LEGAL REFERENCES:**

None

**ACCREDITATION:**

AAAHC (Accreditation Association for Ambulatory Health Care)

**CROSS REFERENCES:**

- A. #04300 - Sharp HealthCare Appearance Standards

**ATTACHMENTS:**

None

**APPROVALS:**

**A. Ongoing**

- A. Director of Human Resources at Sharp Rees Stealy: 09/07, 03/09, 01/12, 03/15, 08/21

- B. LTM (Leadership Team): 09/07, 03/09, 01/12, 03/21
- C. SRS Policy and Procedure Committee: 08/21

**B. Historic**

- A. Director, Quality Improvement: 03/18
- B. Regulatory Comp Coordinator: 03/18
- C. JOT (Joint Operating Team): 04/18

**REPLACES:**

- A. SRS DG-HR-0001

**HISTORY:**

System #04314; originally dtd 11/07

Reviewed \ Revised: 04/09; 01/12; 04/15; 03/18; 06/18

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**Attachments**

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**Approval Signatures**

Step Description	Approver	Date
System Administrator	Karen Whitten: POLICY & PROCEDURE COORD	8/23/2021
SRS Regulatory	Anais Beltran: REGULATORY COMP COORD-SRS	8/20/2021
MGR PATIENT CARE	Trina Souza: DIR AMBULATORY CARE SVCS-SRS	7/30/2021
	Janene Bernales: MGR HRTM-SRS	7/22/2021