

# Professional Appearance Policy

## Policy Statement

This policy is designed to guide employees on the required standards of dress and appearance. Projecting a professional image to our patients, members, and visitors is of utmost importance to the organization. Employees must maintain an appropriate standard of dress and personal appearance at work.

The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and employees must use good judgement in adhering to the principles underpinning the policy. These standards follow all Occupational Safety and Health Administration (OSHA) and Joint Commission requirements.

## Scope

*IHC Health Services, Inc. , SelectHealth, Inc., Ambulatory Surgical Centers, Tellica, Intermountain Nevada, Saltzer Health*

## Definitions

**Offensive:** sexually explicit; contain profanity; are sexist, racist, or otherwise deemed harassing in nature; by word or picture depict gangs, drugs/alcohol, or violence.

## Provisions

### 1. Guiding Principle

Intermountain is committed to maintaining a safe, healthy, and professional environment for the benefit of employees, patients, members, clients, and visitors. Employees are expected to maintain the highest standards of safety, cleanliness, and professionalism. Employees must be dressed appropriately at all times based on their job function. In addition, all employees representing the organization at any outside function are expected to dress in a professional manner that reflects the expected standards of the function.

### 2. Responsibilities

#### 2.1 Leaders

- 2.1.1 Leaders are responsible to ensure employees dress and grooming meets the standard for their position.
- 2.1.2 Serve as a role model in their own dress and personal appearance.
- 2.1.3 Take corrective action as needed to ensure compliance with the outlined standards.

#### 2.2 Employees

- 2.2.1 Employees are responsible to comply with the outlined professional appearance standards.
- 2.2.2 Employees not dressed appropriately may be required to clock out and return home to change in clothing that meets the established standards.
- 2.2.3 Repeated violations to this policy may result in corrective action.

### 3. General Professional Appearance Standard

Employees may dress in a manner that is not offensive yet reflects their own personal style while adhering to the guidelines outlined in this policy. All employees, regardless of the department they work in, are to be dressed and groomed to a standard appropriate for a professional healthcare and business environment. Employees working in Surgical Services are to comply with the additional standards outlined in the Aseptic Technique Surgical Services Procedure.

#### 3.1 Personal Appearance

- 3.1.1 Employees are expected to present an appearance appropriate to the nature of their job, considering their daily activity.
- 3.1.2 Employees are expected to manage personal hygiene habits to ensure cleanliness and avoid body odors.
- 3.1.3 Strong perfume, cologne, or lotions should not be used.
- 3.1.4 Hair must be well-groomed and appropriately restrained so not to come in contact others.
- 3.1.5 Nails should be clean and maintained. Employees providing patient care should not wear artificial nails or nail wraps and keep natural nail tips less than ¼ inch long as outlined in the Hand Hygiene Policy.
- 3.1.6 Facial hair must be well-groomed. In clinical areas, facial hair must not interfere with the ability to properly perform job functions or use required Personal Protective Equipment (PPE).
- 3.1.7 Visible tattoos that are offensive are strictly prohibited in the workplace and must be covered using a suitable method.

#### 3.2 Jewelry and Body Piercing

- 3.2.1 Employees should wear jewelry, gauges, or earrings that do not impair the ability to perform job functions, interfere with work, or pose a safety hazard to others.
- 3.2.2 Jewelry and body piercing may not be offensive.
- 3.3 Attire
  - 3.3.1. Employees must dress appropriately for their role, taking into consideration their interactions with patients, members, clients and visitors.
  - 3.3.2 If standard department attire is required (e.g., scrubs, lab coats, uniforms, etc.), employees are expected to meet set standards.
  - 3.3.3 Casual dress should not conflict with the ability to perform the job or the professional image of the organization.
  - 3.3.4 Attire should meet set safety standards, including appropriate footwear to avoid slips, trips and falls.
- 3.4 Identification Badges
  - 3.4.1 Personal identification badges are worn to identify individuals to assure a safe and secure environment for employees, patients, members, clients, and visitors.
  - 3.4.2 Identification badges must always be worn in a visible location on the upper torso area with an appropriate badge reel or lanyard.
  - 3.4.3 ID badges must be free of pins, stickers, or any other material that might interfere with the visibility of the photo or a person's identification.

## Exceptions

Exceptions to this policy are subject to review and administrative approval by the Senior Vice President & Chief People Officer.

## Primary Sources

Intermountain Standard

## Secondary Materials

[Identification Badge Procedure](#)

[Hand Hygiene Policy](#)

[Dress Standard Life Flight Procedure](#)

[Clinician Scrub Policy](#)

[Aseptic Technique Surgical Services Procedure](#)

[Employee Corrective Action Policy](#)

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