

POLICY

It is the policy of Maine Medical Center (MMC) to establish and communicate to all employees acceptable standards of work place appearance.

PROCEDURE OUTLINE

MMC requires all employees to present a professional image to our patients and the public while assuring everyone's safety. Accordingly, each employee is required to wear appropriate attire while at work, internal or external meetings or other MMC paid functions.

MMC expects all employees, including volunteers, allied/adjunct staff physicians, contractors, vendors, visiting scholars, students, interns, job shadow candidates, and any other individual who provides patient services on behalf of MMC to meet these standards.

Leadership with supervising responsibilities is accountable for educating and enforcing dress and appearance standards in their areas of responsibility. This includes coaching and counseling employees whose appearance is inappropriate. If appearance does not meet standard as defined herein; or is distracting, the employee may be sent home to correct the problem.

PERSONAL APPEARANCE

All employees must wear their ID badge at all times while working and displayed where it can be easily read, either around the neck with a lanyard or clipped to a lapel or shirt collar. It should not be worn at waist level.

Picture ID's are not to be defaced by stickers or pins.

Employees are asked to use good judgment in choice of work attire and they are to present themselves at all times in a manner that best represents MMC. In all cases, the hospital reserves the right to determine the appropriateness of an employee's attire.

DRESS

The reference to appropriate attire may encompass many different looks. For the purpose of this policy, appropriate attire means clothing that allows employees to perform work duties safely and effectively, while continually promoting a positive professional public image of MMC.

At minimum, all clothing should be neat and clean. If an employee is unsure as to the appropriateness of any item of clothing they should check with their supervisor before wearing it to work. The following are a few *examples* of clothing considered inappropriate and unacceptable at work, including but not limited to:

- All articles of clothing including pants, skirts, overalls, or tops made of denim/dungaree material of any color (including camouflage)
- Ripped, torn, wrinkled or faded clothing
- Slogan T-shirts or casual T-shirts. *Exceptions: MMC Logo or Unit logo*
- Pants: Gym, yoga, flannel or pajama style, wind pants, sweatpants or bib overalls
- Top or Shirts: Gym or yoga tops, sweatshirts and hoodies.
- Athletic type clothing such as spandex, tank tops, and halters, cut-offs, jogging suits, or shorts (including Bermuda shorts), mini-skirts, skirts.
- Revealing or distracting outfits. Examples: Tight, clingy, or excessively baggy fitting. Low-riding pants, any backless, strapless, or a top that reveals midriff or cleavage. Skirt/dress lengths should be at a professional length, no more than 4" above the knee.

Departments may elect to establish additional standards beyond these stated, based on their roles and interaction with patients and customers.

Note: Departments with specific uniform practices in place refer directly to department guidelines

SCRUBS

Only staff authorized to wear hospital supplied scrubs should wear them, unless soiled. *(Please refer to policy addendum for specific scrub requirements.) Further discussion pending*

FOOTWEAR

Safety, comfort, appearance and noise are the main considerations for acceptable footwear. Employees in direct patient care or clinical areas must wear closed-toe shoes and shoes without holes (i.e. Crocs). Staff that enter patient rooms or work in areas where they may be in contact with blood and/or body fluids must wear shoes that have solid uppers to be resistive to exposure from blood and/or body fluids.

In patient care areas, selection of shoes and clothing with consideration for safety and exposure risk associated with tasks being performed. All tasks requiring specialized safety personal protective clothing or shoes (for example steel toed shoes, anti-slip cleat shoe wear for sidewalk shovelers) shall be governed by the Personal Protective Equipment Policy.

Styles of footwear vary considerably. Sandals, open toe, open heel, open sided and high spiked-heeled shoes are examples of footwear not to be worn by employees providing direct care to patients.

No flip flops of any kind, including thong style flip flops, yoga flip flops are to be worn by any employee.

GROOMING

In areas that involve direct patient contact, hair that is shoulder length or longer must be drawn back and secured. All beards and mustaches should be shaped and neatly trimmed. Extreme trends in hairstyles should be avoided. Non-natural hair colors such as pink, blue, green, etc are not considered professional. Employees should not wear hats, handkerchiefs, or bandanas to restrain their hair, unless approved and due to special circumstances.

The determining factor as to the appropriateness of hair, including facial hair, will be safety precautions respective of the department one is assigned.

Employees are encouraged to limit the use of jewelry or other ornamentation and to assure that adornments are not considered a hazard, safety risk or distraction.

During work hours, pierced earrings may be worn in moderation in the earlobe and other piercing adornments should be removed or covered while at work. Tattoos that are visible should be covered while at work as well.

Artificial nails of any kind (acrylic, gel, overlays) are not permitted for any employee who has direct patient care, food preparation or cleaning responsibilities.

FRAGRANCES

Maine Medical Center is a Fragrance-Free environment (perfumes, colognes, lotions or any similar, scented product) of any kind are not permitted. In addition, tobacco products on clothing should not be noticeable by others.

EXCEPTIONS

MMC will make reasonable accommodations for appearance and grooming directly related to an employee's religion, ethnicity, or disability.

Leadership will use these guidelines to determine the appropriateness of an employee's attire and personal grooming and will have the ultimate discretion as to the appropriateness of attire in the work setting.

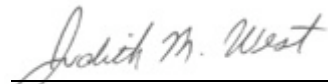
YOUR RESPONSIBILITY

Projecting a professional appearance and making a great first impression is important to patients and others who rely on us. Employees are expected to follow these and all other policies while at work. These guidelines apply any time you are at work, including attendance at New Employee Orientation (?). Please speak with your supervisor if you have any questions about this Professional Appearance Policy.

CONTACT FOR MORE INFORMATION

Human Resources

ADMINISTRATIVE APPROVAL



Judith M. West
Senior Vice President, Human Resources

January 1, 2013
Date