



HR-002-022 Appropriate Appearance Standards

I. Purpose

To establish a standard for personal appearance and grooming that promotes cleanliness, safety, professionalism, customer service, and the image of the North Broward Hospital District.

II. Policy

It is the policy of North Broward Hospital District to assure that its employees present a professional appearance to patients, visitors and the public at all times. Therefore, employees are expected to adhere to the standards described within this policy and any approved supplemental department standards at all times. Failure to do so may result in disciplinary action up to and including dismissal from employment.

Department specific standards may include additional allowances or prohibitions consistent with customer service image, safety standards, and this policy. In certain business environments, for example, a business casual appearance may be appropriate as opposed to formal business attire.

III. Guidelines

- A. All attire, including District assigned, provided, or sanctioned apparel, should be kept neat, clean and in good repair at all times. Clothing must be appropriate for the duties and responsibilities of the position consistent with the general guidelines described within this policy. The department manager may supplement these guidelines with department-specific written standards consistent with the appropriate business and safety standards and the appropriate clinical and infection control safety standards. Shoe style shall be appropriate for job safety.
 1. **Business/Clinical Standard:** clothing in a business setting is based on normal business standards and/or similar business establishments, and may include a business suit, sport coat, dress pants, dress shirt and tie, business suit or dress, dress slacks, dress skirt, and dress blouse, polished dress shoes, socks and hosiery. The appropriate clinical uniform style/color in a clinical setting is based on clinical and patient care standards established by the department manager.
 2. **Non-Business/Non-Clinical Standard:** Attire not acceptable includes, but is not limited to:
 - a. Mini or micro-mini dresses, skirts, shorts or skorts
 - b. Blue Jeans and clothing made of blue jean denim material.
 - c. Spandex leggings
 - d. Athletic wear

- e. See-through clothing
 - f. Halter or short midriff tops
- B. Jewelry may be worn in moderation. Jewelry that may be considered a safety hazard must be avoided. Facial jewelry is prohibited.
- C. Hair must be clean and neatly styled. Extreme hair styles and/or colors are prohibited.
- D. Visible body piercings other than earrings are prohibited.
- E. Facial hair must be kept neatly trimmed.
- F. Fingernails must be maintained in a manner appropriate for the position held.
 In a clinical setting, fingernails are to be kept clean and neatly groomed. Fingernails are to extend no further than ¼ inch beyond the tip of the finger. Fingernail tips should be smooth and absent of sharp edges. Polish is to be intact without chipping or cracking as the crevices of chipped or cracked polish serve as reservoirs for microorganisms. Employees who provide direct patient care are restricted from the use of artificial fingernails, i.e. acrylic, gels, silk wraps, fingernail wraps, fingernail jewelry, and adhesive fingernail decorations. (See also NBHD Infection Control Policy **Infection Control Guidelines for Hand Hygiene**)
- G. Cologne and perfume may be used in moderation as appropriate for business and the department environment.
- H. Professional patches, school pins, or employer provided/sanctioned pins may be worn.
- I. Employee issued photo ID badges must be appropriately displayed above the waist at all times while on employer premises. The badge must be worn face forward and have no object obscuring the photograph or name.
- J. Special Days:
 With approval of the appropriate regional Chief Executive Officer or Corporate Vice President, individual regions and/or corporate departments may authorize employees to dress in a more casual fashion than is generally required by this policy for certain events or special days such as "casual days." In these instances, the parameters of these exceptions must be in writing and communicated to impacted employees. Employees are still expected to present a neat, clean, professional image on these special days as well
- K. Appropriate Appearance Management**
1. Department managers are responsible for the adherence of the policy within their department(s) consistent with the general guidelines of this policy. Department Managers who wish to establish additional departmental standards specifying additional allowances or restrictions must complete the approved policy addendum, request appropriate administrative approval and submit it for review to their regional Human Resources department prior to implementing department specific standards.
 2. Department managers should communicate the Districtwide policy and department specific standards during the screening/interview process and orient new or transferred employees regarding appropriate dress standards during their department orientation.

3. Any employee in violation of this policy, including department specific standards, may not be permitted to remain on duty. The employee may be instructed to return home to change and appropriate corrective action may be administered. Nonexempt employees will not be compensated for such time away from work.

Interpretation and Administration

Interpretation and administration of this policy is the responsibility of each department manager/director with the assistance of the Regional Director, Human Resources. Consistency and Interpretation of District wide application is the responsibility of the Vice President, Chief Human Resources Officer.

Acknowledgment for Receipt of the

Appropriate Appearance Standards Policy

HR-002-022

Name (Print): _____ Date: _____

Please acknowledge receipt and understanding of the Appropriate Appearance Standards Policy.

I have received, read, and understand Broward Health's Appropriate Appearance Standards Policy and will comply. If I have any questions regarding appropriate appearance I will refer to the policy or inquire with my direct supervisor/manager.

Signature: _____

Date: _____