

# Dress Code

## From Policies

<b>Policy Title:</b> Dress Code			
<b>Department Responsible:</b> Human Resources	<b>Policy Code:</b> ER-HRD-2005-17	<b>Effective Date:</b> October 1, 2005	<b>Next Review/Revision Date:</b> January 2017
<b>Title of Person Responsible:</b> Director - Employee Performance	<b>Approval Council:</b> Leadership Council		<b>Date Approved by Council:</b>

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## PURPOSE

This policy promotes the professional image and identification of all staff throughout Cone Health.

## POLICY

- All levels of leadership are responsible for providing guidance and ensuring compliance with the dress code policy.
- This policy applies to everyone during scheduled work hours.
- Departmental guidelines may be more stringent than the systemwide policy but never more lenient.
- It is expected that while on Cone Health property, discretion is used regarding dress.
- Employees who do not comply with the dress code will correct their dress prior to performing work duties and may be asked to clock out without pay.
- Violations of this dress code will be subject to unpaid time and/or initiation of progressive disciplinary action, up to and including termination.

# GENERAL REQUIREMENTS FOR ALL STAFF

Note: ALL employees must adhere to these requirements. All employees who interact with a patient, work in sterile product preparation, or work in food processing must also adhere to additional requirements in the next section.

## Badge

- Badge must be worn at all times above the waist.
- Badge must be visible.
- There must be no stickers, buttons, or other objects on the face of the badge.

## Cleanliness and Scents

- Good personal hygiene must be maintained, avoiding obvious and natural odors.
- Scented products, including but not limited to deodorants, perfumes, fragrances, colognes, scented lotions, or aftershaves, are not allowed.

## Clothing

- Clothing must be clean, neat, and pressed.
- White t-shirts are considered undergarments and cannot be worn as outerwear.
- Cleavage must be covered at all times.
- No denim is allowed.
- Pant styles must extend below the knee and be of a professional nature.
- Dresses and skirts are to be of professional nature and no shorter than 2 inches above the knee.
- Insignias on shirts or other clothing must be approved by Cone Health Marketing.
- A headdress is allowed for cultural reasons as long as it does not interfere with patient care.

## Hair

- Hair must be worn neat and clean and must not obstruct with vision or interfere with job performance.
- Beards and mustaches must be short, neat and trimmed.
- Extreme hairstyles and colors are not acceptable.

## Jewelry and Piercings

- No more than 2 earrings per earlobe are allowed.
- No earrings may be greater than 1-1/2 inch in diameter or length.
- No visible tongue or body piercing jewelry is acceptable.
- No open gauges and none greater than 1/2 inch in diameter.
- Jewelry may not interfere with job performance.

## Nails

- Nails must be neat and clean.
- Nail length may not extend over 1/2 inch beyond fingertips.

## Shoes

- Shoes must be neat and clean.
- Flip-flops are not allowed.

## Tattoos

- Tattoos must be covered at all times.

# REQUIREMENTS FOR ALL PERSONNEL WHO INTERACT WITH A PATIENT, WORK IN STERILE PRODUCT PREPARATION, OR WORK IN FOOD PROCESSING

These employees must adhere to the following requirements in addition to the general requirements in the previous section:

## Clothing

- Licensed clinical staff who are wearing business attire are to wear white lab coats when in patient care areas and involved in patient care activities.
- Embroidery of the staff name and department is allowed on the left chest area of a uniform or lab coat and must be unadorned. Embroidery cannot be larger than the size of the identification badge. All other embroidery of uniforms is unacceptable.
- Tops with sleeves are required.
- A white knit/cotton shirt can be worn under a colored uniform top for coverage or warmth.
- Fleece and sweatshirt materials are not appropriate uniform fabrics.
- See #CONE HEALTH DESIGNATED UNIFORM COLORS below for designated uniform colors for specific roles. Departments/sites not listed below should refer to department guidelines for specific uniform requirements.

## Hair

- Hair must be pulled back if shoulder length or longer.

## Jewelry

- Minimal jewelry is to be worn.
- Jewelry is limited to one ring or ring set and one watch. No other jewelry (including bracelets) is allowed on wrists and hands. (See Hand Hygiene and Staff Accountability policy.)
- Hoop or dangling earrings are not permitted (when providing direct patient care).

## Nails

- Employees must keep natural nail tips less than 1/4 inch long, without nail enamel or polish (see Hand Hygiene and Staff Accountability policy).

- Artificial nails are not allowed. Artificial nails are defined as substances or devices applied to the natural nail to augment or enhance the wearer's own nail. This includes but is not limited to acrylic nails, gel nails, tips, bonding, wrappings, and tape (see Hand Hygiene and Staff Accountability policy).

## Shoes

- No open-toe shoes (including Crocs with holes) are allowed.
- Open-heel shoes are allowed.
- Socks/hosiery (socks, full stockings, or knee-high stockings) must be worn.
- Shoes are to coordinate with uniform colors or be of a neutral color.

## CONE HEALTH DESIGNATED UNIFORM COLORS

Department / Position		Top	Bottom
AP, BH, MC, WH, WL	<b>RN / LPN</b>	Solid ceil blue (top & bottom) or solid white (top & bottom). The appearance of solid colors must be maintained at all times.	
AP, BH, MC, WH, WL	<b>NT</b>	Solid teal blue	Solid teal blue
AP, BH, MC, WH, WL	<b>Nurse Secretaries</b>	Polo eggplant top must be worn with khaki bottoms or eggplant uniform top must be worn with eggplant uniform bottoms.	
AP, MC, WH, WL	<b>EMT</b>	Solid hunter green / Laguna	Solid hunter green / Laguna
AP, MC, WH, WL	<b>CMA</b>	Solid royal blue	Solid royal blue
MC	<b>Pediatrics</b>	One printed pattern	Solid ceil blue or white
<b>Nutritional Services:</b>			
<i>Ambassadors (MC)</i>		Red	Black
<i>Ambassadors (WL)</i>		Olive green	Black
<i>Ambassadors (WH)</i>		Pine green	Black
<i>Cooks (MC)</i>		White chef jacket	Black
<i>Cooks (WH / WL)</i>		Black chef jacket	Black
<i>Cashiers (MC / WH)</i>		Black chef jacket	Black
<i>Cashiers (WL)</i>		Rust or gold	Black
<i>Catering (WH)</i>		Royal blue with thin white stripes	Black
<b>Non-Invasive Cardiology</b>		Red or red print (female) Red scrub or polo (male)	Red (female) Khaki (male)

<b>Cardiac &amp; Pulmonary Rehab - MC (Exercise Physiologists)</b>	Caribbean blue Caribbean blue polo Caribbean blue jacket	Caribbean blue Khaki (with polo only)
<b>Cardiac &amp; Pulmonary Rehab - ARMC (Non-RN Staff)</b>	Kelly green polo	Khaki
<b>ED Patient Advocates - ARMC</b>	Lavender	Black
<b>Outpatient Rehab / Inpatient Rehab</b>	Cone Health logo shirts	Black, khaki, or navy
<b>Phlebotomy</b>	Wine / burgundy and gray	Wine / burgundy and gray
<b>Radiology</b>	Solid navy blue or print	Navy blue
<b>CV Diagnostic Center</b>	Royal blue	Royal blue
<b>Histology / Cytology Tech</b>	Printed tops	Any solid color
<b>EVS (MC / WH / WL)</b>	Printed (female) Blue (male)	Blue (female) Khaki (male)
<b>Acute Rehab</b>	Purple Cone Health logo shirt	Purple Black, khaki, or navy
<b>Radiation Therapists and Radiation Oncology Techs</b>	Printed or solid pink or gray	Pink or gray
<b>Respiratory Care</b>	Solid black or department approved printed black top (Black or white shirts can be worn under the scrub tops.)Solid black lab jackets	Solid black
<b>Pharmacy &amp; IV Techs</b>	Printed or solid	Solid
<b>Pharmacists - MC-ED</b>	Solid pewter	Solid Pewter
<b>Pharmacy Techs - MC-ED</b>	Solid red	Solid red or khaki
<b>Patient Transport Services - MC</b>	Solid or printed pewter	Solid pewter
<b>Clinical Dietitians - MC, WL, WH, BHH, CHCC, AP</b>	Printed or solid chocolate brown scrubs or business casual	Solid chocolate brown scrubs or business casual

## REVIEWED/REVISED DATES

May 4, 2007

November 1, 2008

March 2011

November 15, 2011

November 2012

March 2013

October 2013

December 2013

January 2014

July 2014

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