



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

DRESS CODE STANDARDS

Effective Date: August 7, 2014

Policy: HR-07

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- I. PURPOSE:** To require staff members meet appropriate standards for personal appearance in keeping with the need to maintain a therapeutic environment and adhere to principles of Hospital safety and infection control.
- II. POLICY:** All Montana State Hospital (MSH) employees are required to maintain Hospital standards of personal appearance. These standards are based upon the need to provide a safe, clean, and therapeutic environment for patients and staff.
- III. DEFINITIONS:**
 - A. None
- IV. RESPONSIBILITIES:**
 - A. All employees will adhere to dress code standards as outlined in this policy.
 - B. Supervisors are responsible for ensuring their staff maintains appropriate standards in appearance.
- V. PROCEDURE:**
 - A. **Uniforms and Safety Apparel**
 1. Uniform clothing as provided by the employer must be worn by staff in designated positions such as direct care nursing, housekeeping, food service, security, maintenance and operation specialists.
 2. Uniform clothing is not to be worn during off duty hours when an employee is engaged in other work, business or recreational activities.
 3. The appearance of uniform clothing is not to be altered or changed.
 4. Some duties may require employees to wear/use safety articles, or adhere to stricter and more specific requirements than those set forth in this policy. Supervisors will inform employees who are required to wear uniforms and/or are subject to stricter and more specific requirements.

MSH will provide identified staff members with required uniforms on an annual basis. Employees will procure their uniforms at the beginning of every calendar year. Staff members wishing to purchase additional uniforms at their own expense may order at cost through the hospital. Staff members not required to wear uniforms may order items through the hospital and purchase at their own expense. New employees will be provided required uniforms to use until they are able to order selections of their choice.

B. HAIR

Hair must be groomed and clean and may not obstruct vision nor interfere with an employee's ability to perform essential job functions. Hair restraint, i.e., net, may be required when preparing and serving food or for safety reasons.

C. BEARDS

Beards must be trimmed, neatly groomed, clean and must not interfere with an employee's ability to perform essential job functions.

D. JEWELRY AND PERFUME

Jewelry must not interfere with an employee's ability to perform essential job functions. Body piercings that pose a safety or infection hazard are prohibited. Examples include: ear hoops larger than ½ inch; gauges larger than ½ inch; tongue, mouth, or eyebrow piercings; or hoops or rings in the nose or lips, or in any other exposed body part other than the ear or nose (One small stud in the side of the nose is acceptable).

Mild scents may be worn in moderation, but should be discontinued if patients or co-workers express a concern.

E. TATTOOS

Inappropriate tattoos must be covered at all times.

F. DRESS

Clothing worn by staff members must be neat, clean and wrinkle free, to include the wearing of undergarments, and must project an image appropriate to a hospital environment. Hats may not be worn indoors by employees who provide direct patient care.

Examples of inappropriate dress not permitted:

1. floor length dresses,
2. short Skirts/shorts (must be at or below the knee),

3. bleached, torn, patched, or un-hemmed clothing,
4. sweat pants,
5. sleeveless shirts, low cut or see-through shirts, or shirts that expose the midriff, and
6. attire which advertise products or display messages or pictures which are inappropriate to the treatment setting (for example: clothing with logos for alcoholic beverages or tobacco products).

G. SHOES

Clean, safe, comfortable shoes must be worn as appropriate to the work area. Specific types of footwear may be required and other types may be prohibited for certain job categories. Hose or stockings must be worn.

EMPLOYEES MUST BE AWARE SOME TYPES OF JEWELRY, CLOTHING, SHOES AND HAIRSTYLES MAY INCREASE RISK OF HARM TO THE EMPLOYEE OR TO OTHERS. SUPERVISORS MAY REQUEST THAT EMPLOYEES REFRAIN FROM WEARING ITEMS THAT APPEAR TO PRESENT A RISK OF INJURY TO THE EMPLOYEES OR TO PATIENTS. THE HOSPITAL WILL NOT REIMBURSE EMPLOYEES FOR JEWELRY DAMAGED WHILE ON THE JOB. QUESTIONS SHOULD BE REFERRED TO SUPERVISORS.

H. IDENTIFICATION BADGES

I.D. badges stating the employee's first name, last name and classification as provided by the employer must be visibly worn above the waist. ID badges shall not be altered or changed by an employee as issued.

I. EXCEPTIONS

Special permission may be granted by the supervisor to make exceptions to dress code standards for special outings or events. However, dress must be appropriate and project a professional image.

J. MONITORING

The supervisor of a work area or shift will be responsible for monitoring the dress code. Specific infractions requiring disciplinary action will be handled by the supervisor in accordance with standard hospital disciplinary procedures and must be consistently enforced throughout the hospital.

Supervisors are expected to enforce this policy; failure to do so will result in disciplinary action.

K. TERMINATION

Upon termination from employment all uniforms, name badge and safety equipment issued by the employer will be returned to the individual's supervisor.

VI. REFERENCES: None

VII. COLLABORATED WITH: Director of Nursing and Hospital Administrator.

VIII. RESCISSIONS: HR-07, *Dress Code Standards* dated September 16, 2011; HR-07, *Dress Code Standards* dated June 4, 2009; HR-07, *Dress Code Standards* dated June 1, 2004; HR-07, *Dress Code Standards* dated September 1, 2002; HR-07, *Dress Code Standards* dated August 1, 2001; HOPP 12-04D.041179 – *Dress Code Standards* dated June 20, 1996.

IX. DISTRIBUTION: All hospital policy manuals

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Director of Human Resources

XII. ATTACHMENTS: None

Signatures:

John W. Glueckert
Hospital Administrator

Todd Thun
Director of Human Resources