

Children's Hospital and Health System Human Resource Policy and Procedure

This policy applies to the following entity(s):

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| <input checked="" type="checkbox"/> Children's Hospital of Wisconsin | <input checked="" type="checkbox"/> Children's Hospital of Wisconsin-Fox Valley | <input checked="" type="checkbox"/> Corporate Departments |
| <input checked="" type="checkbox"/> Children's Medical Group | <input checked="" type="checkbox"/> Children's Service Society of Wisconsin | <input checked="" type="checkbox"/> Children's Hospital of Wisconsin Foundation |
| <input checked="" type="checkbox"/> Children's Community Health Plan | <input checked="" type="checkbox"/> Children's Physician Group-Regional Services | <input checked="" type="checkbox"/> Surgicenter of Greater Milwaukee |
| <input checked="" type="checkbox"/> Children's Physician Group-Children's Specialty Group | | |

Subject: Personal Appearance (former Dress Code policy)

POLICY

Children's Hospital and Health System's ("Children's") Personal Appearance policy is designed to ensure safety, convey professionalism and demonstrate a commitment to our values. While individual preferences exist, personal appearance has a significant impact on how patients perceive their experience with us. The safety, confidence and comfort of patients, clients, families and other employees is our goal. For this reason, appropriate attire in all areas is the standard, taking into account all aspects of patient/client care and infection control practices.

When patient, client, or employee safety is not at risk, ethnicity, national origin, religion, and cultural traditions will be considered and reviewed.

Non-employed individuals that provide care or services at Children's, including students, volunteers, medical staff, contracted staff and temporary staff, should adhere to the expectations outlined in this policy, as well as all employees including but not limited to those that telecommute.

General Appearance Guidelines

Attire: In general, all attire should be professional and appropriate for business or patient care/client support settings, as required by the employee's job duties. Clean, proper fitting clothing and shoes are required. Tailored Capri, ankle length style pants and leggings are permitted but should be business professional. Leggings should be worn with a top that falls at least mid-thigh. Appropriate sleeveless business attire is acceptable. Accessories should be business professional. While sweatshirts and t-shirts are not permitted, Children's logo t-shirts, full zip jackets or fleece are acceptable, provided the clothing includes no other cause messaging and the use of the logo has been approved pursuant to Children's 'Communication – Internal and External' Policy.

Eyewear: Sunglasses are not permitted indoors. Eyewear that changes shade while exposed to sunlight is permitted, except where prohibited for safety reasons by department-specific guidelines.

Fingernails/fingernail polish: Polish that is chipped or wearing off is not permitted. Artificial nails, enhancements or acrylic overlays of any length are prohibited by certain department-specific policies and for all direct patient caregivers for patient safety or infection control reasons as well as employees who handle food, due to food safe-handling procedures.

Fragrances: Products containing fragrances should not be overpowering and may be banned in clinic, hospital or work areas where fragrance sensitivity is of particular concern.

Hair: Including facial hair, should be clean and well-trimmed. Hair color and styles should be business professional.

Undergarments: Should not be exposed or visible through clothing.

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Hygiene: Good personal hygiene and a clean and well-groomed appearance is the expectation of all employees and contractors of the organization.

Jewelry (body piercing/body adornment): The use of jewelry should be in keeping with the professional and business functions of Children's and conservative in style. Ear piercings are permitted. A single small stud is permitted to be worn in the nose. No other visible body piercings (e.g. tongue, eyebrow, lips and gauges) are acceptable. Flesh colored or clear piercing plugs may be utilized. Jewelry that may interfere with job functions or possibly result in injury to the employee, client, or patient is not permitted for safety reasons or due to infection control.

Makeup: Should not be worn in excessive amounts and should be in keeping with the professional image of Children's.

Shoes: Should be in good repair, clean and professional in appearance. Flip flops and beach style footwear is not permitted. Open toe shoes or sandals should have a back strap and are not permitted in patient care areas.

Tattoos: Those that consist of nudity, profanity, racial in nature, or offensive are not permitted and therefore should be covered so they are not visible or exposed.

ID badges: Picture ID badges issued by Children's should be worn in clear view at all times at or above waist level while at work and when working at identified Children's facilities. The employee picture, name, and title should be visible at all times. Stickers, tape, pins, or other objects that cover information on the ID badge is not permitted.

Attire NOT permitted includes:

- Hooded sweatshirts or hoodies.
- Black scrub tops.
- Sweat pants or yoga pants.
- Denim jeans (unless permitted within a department, with VP approval).
- Shorts or garments which appear to be shorts (unless a department uniform).
- Short or high-slit skirts or dresses.
- Clothing and accessories with unprofessional, offensive or suggestive pictures, or messages (e.g., advertising tobacco or alcohol products).
- Clothing and accessories with pictures or messages advocating political parties, candidates, issues or causes. Messages may still be considered advocacy of an issue or cause even if they do not explicitly advocate for a particular party or candidate.
- Midriff tops or crop tops that bare stomach or back.
- Sheer tops, tank tops, spaghetti straps, or shirts that reveal cleavage.
- Hats while on duty (unless department required).
- Sun dresses or spaghetti strap dresses.

Additional attire/personal appearance guidelines for any area where direct patient care is provided or direct care providers and staff have contact with patients and families. Staff working or attending a meeting on a unit/department where direct patient care is provided, should also abide by these requirements:

- In many patient care areas, scrubs should be worn. Per department specific policy to meet infection control requirements, scrub clothing will be purchased and laundered by Children's. Patient care providers should consult department guidelines for when scrubs or street clothes should be worn.
- Hair should be secured so it does not fall forward over the shoulders or into the face.

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- Open toe shoes or sandals are not permitted. OSHA standard 1910.136 require that caregivers use protective footwear to provide protection from potential falling or rolling objects, needle sticks, splashing from blood or other potentially infectious materials spills. Croc shoes with holes are not permitted. Solid Croc shoes are permitted.

This list is not inclusive of all items or attire that is deemed appropriate or inappropriate. Leaders have the right to determine appropriateness for a professional work environment. This policy applies regardless of whether or not you are providing direct patient care unless noted. If there is a deviation from the standard Personal Appearance policy for any designated workday, there will be department-specific guidelines and it will be permitted and monitored at the discretion of the leader, if business needs permit.

PROCEDURE

1. Departments may have additional personal appearance (dress code) policies. Leadership defines appropriate personal appearance guidelines and makes it available to all employees.
2. Leaders discuss personal appearance requirements with candidates in the interview process and during orientation.
3. Leaders are responsible for personal appearance enforcement within their areas.

LEADERSHIP NOTES

Approval from an Executive Vice President is necessary to institute a required uniform program. Specifics of replacement and cleaning should be outlined in departmental policy to ensure consistent compliance. If appearance guidelines are issued, the employee is responsible for purchasing clothing and/or shoes that meet these guidelines.

Unauthorized wearing of hospital-owned scrub clothing is considered a violation of the Personal Appearance policy as well as unauthorized use of hospital property.

The restriction on messaging on clothing or accessories does not apply to clothing or accessories produced by Children's Advocacy Network, Children's Hospital Foundation, or as approved by the Chief Human Resources Officer.

Please see the Identification Badges policy for more detail on Children's issued identification badges.

Thomas J. Shanahan
Chief Human Resources Officer