

## SCOPE:

This policy applies to all colleagues of Memorial Health System Corporate, Memorial Medical Center, Memorial Home Services, Memorial Behavioral Health, Memorial Physician Services, Abraham Lincoln Hospital, Taylorville Memorial Hospital and Passavant Area Hospital.

## OBJECTIVE:

The purpose of this policy is to provide guidance for appropriate appearance that promotes and supports Memorial Health System's values of safety, integrity, quality and stewardship. All Memorial Health System colleagues are expected to dress appropriately and project a professional image that contributes to a positive, respectful and safe environment for patients, families and colleagues.

## POLICY:

### **Acceptable Attire**

1. Basic elements for acceptable attire include clothing that is neat, and not frayed or ripped, and footwear that is appropriate to the work area and that is clean and in good repair. Other exclusions include but are not limited to: athletic wear, shorts, revealing tops, and overly tight sweaters, blouses or pants.
2. Department managers and supervisors may require specific attire in compliance with occupational health guidelines to provide workplace and patient safety. In these cases, colleagues may be required to wear uniforms or protective clothing.
3. Department managers and supervisors may ask colleagues to leave the premises for the purpose of changing clothing or appearance. Worked time missed for this purpose is not compensated, and PTO may be used in accordance with time off policy.
4. On occasion special circumstances may alter what is permissible; for example, system leadership may permit a team spirit day to celebrate sports, a holiday, or special achievement. As well, inclement weather (excessive heat or cold) may require a more casual appearance.
5. Continued non-compliance of this policy may result in disciplinary action, up to and including termination.

### **Professional Appearance**

Professional image guidance includes but is not limited to:

1. Piercings, Tattoos and Hair Color: Colleagues are permitted to wear jewelry, display tattoos and/or have hair color other than natural colors within the parameters listed below. Some factors that management will consider to determine whether jewelry, tattoos or hair color may pose a conflict with performance excellence, job duties, or work environment:
  - a. Personal safety of self or others



- b. Offensiveness to colleagues, customers, vendors, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature
  - c. Customer complaints
  - d. Professional appearance
2. Grooming and Hygiene
- a. Colleagues must maintain good grooming habits and personal cleanliness. Natural or artificial scents may be distracting to others, or put their health at risk. Fragrant products should be used in moderation out of courtesy to others.
  - b. Hair should be clean, combed, and neatly trimmed or arranged. Facial hair must be neat and well groomed.
  - c. Fingernails must be neat, clean and of a reasonable length that does not interfere with work to be performed.

**Reasonable Accommodation of Religious Beliefs**

Memorial Health System recognizes the importance of individually held religious beliefs to persons within its workforce.

- 1. Memorial Health System will reasonably accommodate a colleague's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship.
- 2. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for colleagues. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resource (HR) department.

**APPROVAL:**

*This policy has been reviewed and approved by:*

Robert F. Scott  
Sr. Vice President & Chief Human Resources Officer

<b>Approval &amp; Revision Dates:</b>	<b>Approved By:</b>
Approved: October 2019	Robert F. Scott
Revised: October 2019	Robert F. Scott
Revised: December 2019	Robert F. Scott