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UTHealth

The University of Texas
Health Science Center at Tyler

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Owner: *Kimberly Griffin: Dir Of Human Resources*

Policy Area: *Human Resources and Employment*

References:

Personal Appearance

Scope:

This policy applies to all UTHSCT staff.

Purpose:

To define standard expectations for the personal appearance of UTHSCT employees.

POLICY:

Employees are expected to maintain professional appearance while in the workplace, and while representing the organization during sanctioned UTHSCT events.

Organizational Expectations:

- A. All UTHSCT employees are expected to arrive to work neat, clean, well-groomed and dressed in attire appropriate for their role in the organization.
- B. Employee identification badges must be worn at all times while in the workplace.
- C. In order to comply with regulatory agency requirements and varying departmental operations, departments are authorized to establish additional dress code guidelines that are reasonable and that promote legitimate business and/or safety interests.
- D. Extremes in fashion that may be acceptable in social situations are not always acceptable in the workplace, including, but not limited to: shorts, dungarees, cut-offs, tank tops, midriiffs, halters, cocktail or evening dresses, "flip-flops," and open sandals. Appropriate stockings, socks or hosiery must be worn by all employees who work in patient care areas. Other employees may wear dress shoes without stockings or hosiery
- E. Employees who arrive to work in violation of this policy may be sent home without pay and are subject to further disciplinary action up to and including termination.
- F. Employees, who are required to wear specified clothing (i.e. scrubs) for their role at UTHSCT such as food prep, surgical, sterile, and other clinical areas, may be required to dress accordingly before entering food prep, surgical, sterile environments. In some cases, shoe coverings or other appropriate materials may be required when entering and exiting the place of work.

Expectations of Personal Appearance:

- A. Name badges may not be covered or defaced with pins, stickers, buttons or other logos and must be visible, worn on the left side of the body between the shoulder and elbow.
- B. Clothing must be professional in appearance and of appropriate size. Clothing must not contain advertisements, jokes, messages or inappropriate wording. Party dresses or clothing too short, sagging below the waist or not ironed/pressed is not appropriate.
- C. Jeans are not appropriate with the exception of approved areas in biomedical research and materials management.
- D. T-shirts, shorts and/or caps are not appropriate unless authorized by department dress code. UTHSCT approved t-shirts may be appropriate in some situations, such as UTHSCT-sanctioned events and event days designated by administration.
- E. Hairnets or approved caps are required in food service areas; safety hats may be required in designated areas.
- F. Capri pants, leggings and/or pants made of jersey or t-shirt materials, skorts, overalls, windpants and sweat pants are not appropriate. Pants must fall at or below the ankle; slacks or pants must be professional in appearance and must be in good condition (not tattered or torn).
- G. For safety reasons men and women are permitted to wear one (1) earring per ear, which must be conservative and not excessively large creating a safety hazard.
- H. The Center for Disease Control states that employees who provide direct patient care or who have contact with food or patient care equipment are not authorized to wear artificial nails or tips. Fingernails must be clean and not to exceed one-quarter inch in length. Nail polish color must be conservative and not chipped. Decorative adornments are not appropriate. Nail polish is not permissible in surgical/sterile areas.
- I. Shoes and footwear must be conservative and in good condition and appropriate for the work setting. Shoes in clinical areas must be closed-toe. Sandals are not appropriate. Surgical/sterile settings may require additional guidelines.
- J. Scrubs may be required for designated clinical roles. Designated fabric colors and styles will be communicated as appropriate. Scrubs must not be worn by personnel who are not designated by administration.
- K. All cosmetics, perfumes and colognes must be conservative and may not be permitted in certain clinical/ surgical/sterile areas.
- L. Tattoos and body piercings must not be visible to others.
- M. Beards and facial hair may be appropriate if neat and closely groomed, but may not be allowed in certain clinical/surgical/sterile settings or by employees required to be "fit" tested to wear specified respirators or protective gear. Appropriate coverings are required in food and sterile areas.
- N. Hair must be neatly groomed, clean and neat in appearance. Long hair must be pulled back and secured for employees in certain clinical/surgical/sterile areas or for safety and security reasons. Hair color must be conservative (no purple, blue, etc) and may not have inappropriate adornments that distract or create potential safety hazards.

References:

UTHSCT Standards of Conduct
All applicable UTHSCT Disciplinary Policies

Attachments:

No Attachments

Applicability

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