



Policy

Title:	Personal Appearance
Effective Date:	Reviewed December 1, 2019
Approved By:	President's Council
Responsible Party:	Vice-President for Administration
History:	7/1/11

I. PURPOSE

Proper dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business and institutional image that the University presents to students, parents, patients, and the public. The University seeks an image that projects professionalism, competence, customer service-orientation, and that is exemplary among institutions of higher education.

During business hours and during business-related events, employees are expected to present a clean and neat appearance and to dress in a way that is appropriate to the position, office, and the university's image. While current styles provide a wide range of suitable attire for work, employees should show good judgment, common sense, and maturity in their selection. Work attire should emphasize presenting oneself in a professional manner consistent with an educational environment and the training of health care providers. Attire should reflect an efficient and orderly environment that is conducive to learning and providing clinical services to patients where applicable. This policy is intended to define appropriate "business attire/appearance" during normal business operations at the University.

II. DEFINITIONS

N/A

III. POLICY

It is the policy of Salus University that all associated with the University and clinics present a clean and neat appearance during working hours. The University maintains the exclusive right to

determine and establish standards of dress and grooming dictated by need, exposure to students, patients, visitors, safety, modesty and common sense.

GENERAL PROVISIONS

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the University's image that is presented to students, patients and the public.

Some departments/locations of the University require specific types of dress or uniforms due to the nature of the work, interaction with the public or safety conditions. In these situations, these areas have established their own standards regarding attire to be worn and safety equipment to be used in accordance with general business standards, OSHA directives or other relevant government regulations. For example, The Eye Institute and satellite clinical locations have an established dress code for providers and interns due to the patient-care nature of the practice and interaction with the public. Additionally, employees in Housekeeping, Maintenance or Security are required to wear a University-provided uniform. Other than these noted exceptions, all those associated with the University are required to adhere to the personal appearance standards set forth in this policy.

Departments/units desiring to or having a need to implement a dress code other than what is currently established at the University are to contact the Human Resources Department.

IV. PROCEDURE

1. Choice of dress should reflect good taste and a professional, business-like appearance.
2. All are to be neat and clean at all times.
3. Clothing should be "business casual" and modest. Clothing that is revealing either because of fabric, cut or tightness is unacceptable.
4. Salus University Identification Badges must be worn in a visible manner while working.
5. Non-Salus badges, buttons or insignias may be worn where appropriate and authorized. (See Policy # 701, Solicitation for detail)
6. Certain positions, because of reasons of appearance, cleanliness, safety or identification, require that a regulation uniform be worn. In these circumstances, the University will provide the required uniform to such employees free of charge.

The following are examples of clothing that are inappropriate and should not be worn while on duty:

- Shorts
- t-shirts/team shirts
- halter tops, tank tops and shirts with exposed spaghetti straps
- spandex pants/tight fitting clothing
- baggy, torn and/or ripped jeans

- pants with a waistline that allows exposed skin
- hooded shirts, jackets, coats or sweaters.
- Sunglasses on face or top of head
- Head coverings including, but not limited to: Baseball hats, Hoodies, Handkerchief, Net, Frock, Visor, Sun hat, Do-rag, Sweatband, Headscarf, Stocking hat, Hoods, Bandana, Sock, Beret, Towels, and Sleeve, Curlers or other hair grooming aids regardless of weather conditions (other than approved religious apparel).
- Clothing bearing profane, obscene, offensive, suggestive, indecent logos or that is associated with gangs or cults, encourages the use of drugs, alcohol, or violence, weapons, or supports discrimination on any basis
- Clothing with cuts, tears, slits, or patches
- Bareback shirts/dresses
- See-through shirts or blouses with plunging or low-cut necklines that show any cleavage
- Sagging/low-rider pants
- Armbands, wristbands, belts, or other items with heavy metal projections and chains, including wallet chains
- flip flops, tennis shoes (and other casual footwear), bedroom slippers, or spike heels. [no bare feet]
- Mini-skirts, skorts, sun dresses, and beach dresses are inappropriate. [Dress and skirt length should be at a length at which the skirt does not ride up and expose an individual's thighs.]

Questions concerning the application and interpretation of this policy should be referred to the Director, Human Resources. Any exceptions to or deviation from this policy must be approved by the President of the University.

Supervisors and Department Heads are responsible for ensuring compliance with this and all University-established policies.

PERSONAL APPEARANCE POLICY

Acknowledgement Form

I acknowledge that I have received the Policy for Personal Appearance. I understand the policy and agree to be bound by the terms of the policy.

Name (Please Print)

Signature

Date