

**CENTRAL STATE HOSPITAL
POLICY/GUIDELINES**

SUBJECT: Personal Appearance – Dress Code

ANNUAL REVIEW MONTH: January

RESPONSIBLE FOR REVIEW: Director, Human Resource Management

LAST REVISION DATE: February 2008

I. PURPOSE:

Central State Hospital delivers services to individuals in need, with the stated organization vision: “Recovery is possible for everyone”. We acknowledge and embrace the documented relationship between the demeanor and appearance of service providers and the perceived quality of the services delivered. All DHR employees are expected to present a clean and neat appearance at all times. In addition, CSH employees as direct care and support personnel in a health care facility must adhere to certain safety, sanitation and infection control principles. The importance of a professional and appropriate appearance at work is the first step in demonstrating our respect and concern for the individuals we serve.

II. DEFINITIONS:

For purposes of this Policy/Guideline document, workdays are divided into two categories. Those days referred to as state business days, Monday through Friday, 8:00am- 5:00pm, except Holidays are the first category. All other shifts and workdays are the second category.

Employees are divided into three main groups:

Group 1 includes those employees who work in administrative areas with likely interactions or contact with the general public, and whose appearance reflects the business front of the hospital’s operations. Employees in this group include but are not limited to hospital administrators and staff; service chiefs, service directors, department heads, office directors and staff.

Group 2 includes those other support staff that do not have routine consumer contact, and who usually do not work in client living or treatment areas. Employees in this group include but are not limited to medical record technicians, maintenance technicians, laboratory technicians, chart room coordinators, physical therapists, occupational therapists and barber/beauticians.

Group 3 includes those employees working directly with clients (direct care staff) or assigned to perform duties mostly in direct care/client living and treatment areas (support & administrative support staff with limited but routine client contact). Employees in this group include but are not limited to health services technicians, certified nursing assistants, forensic services technicians, registered nurses, licensed practical nurses, housekeepers and chart room coordinators.

III. GUIDELINES:

A. Group 1 Personal Appearance Guidelines:

1. **Appropriate attire** on state business days includes but is not limited to suits, dresses and skirts, blouses, dress pants (including crop pants whose length extend from the mid calf of the leg to the ankle), sweaters, turtleneck shirts, blazers, vests, dress shirts (with or without ties), ‘Dockers’-style pants, and khaki pants. Appropriate shoes are dress pumps, dress sandals and ‘flats’, dress oxfords, dress boots, most varieties of tasteful ‘heels’, other dress lace-ups and loafers.
2. The following articles of clothing are examples of **inappropriate attire** for work on state business days: sweat suits, t-shirts, shorts (including capri pants whose length extends above the mid calf of the leg) wind/jogging suits and sneakers.
3. Fridays may be designated/considered “Casual Day” in some work areas. On these days and in authorized areas, employees are allowed to “dress down.” Good taste should always apply. Attire should always project a well-groomed appearance, especially when employees deal with customers. Appropriate attire for casual day includes but is not limited to dresses, khaki skirts or pants with blouses or shirts, sweaters, vests, and polo-style shirts and t-shirts (including CSH-logo shirts), dress slacks, khaki slacks, ‘Dockers’-style pants, collared casual shirts and denim clothing. Appropriate footwear includes dress sandals, dress boots, loafers, oxfords, deck shoes, dress ‘flats’, lace-up style casual shoes and sneakers (must be clean and in good repair).

B. Group 2 Personal Appearance Guidelines:

1. Employees performing jobs in this group do not have designated state business or casual days but are expected to dress appropriately according to the nature of their daily assignments. Appropriate attire includes but is not limited to suits, dresses and skirts, blouses, dress pants (including crop pants whose length extend from the mid calf of the leg to the ankle), sweaters, turtleneck shirts, blazers, vests, dress

shirts (with or without ties); ‘Dockers’-style pants and khaki pants or skirts, capris, polo-style shirts and T-shirts (including CSH-logo shirts), casual shirts and denim clothing. Appropriate footwear include dress pumps, dress sandals and ‘flats’, dress oxfords, dress boots, most varieties of tasteful ‘heels’, other dress lace-ups, loafers, deck shoes, lace-up style casual shoes and sneakers (must be clean and in good repair).

C. Group 3 Personal Appearance Guidelines:

1. Employees performing jobs requiring frequent contact with clients do not have designated state business or casual days but are expected to dress appropriately according to the nature of their daily assignments. Direct client care employees may wear attire for work as listed in sections A.1, A.2, A.3 and B.1. Hospital specific attire such as “scrubs” are also appropriate for this group of employees. The listings are neither exhaustive nor all-inclusive.

D. Special Events, Special Assignments or Physical Relocations:

1. On those days where there are designated hospital special events (such as employee appreciation day), work assignments or tasks other than employee’s normal routine or physical relocations of staff, clients and/or offices, employees in Group 1 and Group 2 are expected to dress according to the nature of the event or assignment.

E. Dress Code Standards and Uniforms:

In certain types of jobs, employees may be asked to meet specific dress code standards or to wear uniforms. Examples are:

1. Food service employees shall observe the dress code required by the FDA, U.S. States Department of Agriculture and DHR Public Health guidelines.
2. Employees working around equipment or performing certain maintenance jobs shall follow safety guidelines relating to the dress code specific to the type of machinery being operated or related to the type of maintenance work being performed (such as painters, carpenters, etc.).

F. Inappropriate Attire:

1. The following are examples of inappropriate attire for work at anytime (including casual day). Some of the clothing types listed are worn by both men and women. The listing is neither exhaustive nor all-

inclusive. Spandex or lycra clothing; t-shirts with printed messages that promote a particular moral, religious, personal or other opinion; tank tops with small straps; halter tops; shorts, fitted knit pants; tight clothing; shirts/blouses that are sexually provocative; bare midriffs; pants that are not worn at the waistline (sagging, bagging or hip hugger styles); bedroom slippers; and excessively casual sandals such as flip-flops.

2. Head coverings. In general, head coverings, including caps, hats, scarves, bandanas, sweat bands, wave caps, and similar items) are not permitted for wear at work by employees in Group 1 or Group 3. Employees in Group 2 who work around equipment, drive state vehicles, frequently work outside, work in warehouse or storage facility, work in extreme cold or hot environments, or otherwise wear head coverings for safety, sanitation or infection control reasons are allowed to wear such head coverings. All such head covering "caps, hats, scarves, bandanas, or sweat bands" are to be kept clean and in good condition.
3. Every effort is made to accommodate employees who wear head coverings as part of religious observance and employees who need to wear head covering for medical reasons. Attention is paid to assure the head covering does not pose a safety risk for the employee or others.

G. Other Personal Appearance Guidelines:

In addition, employees working in a direct client care capacity are expected to comply with the following:

1. Nails shall be neatly trimmed and clean and shall be no longer than the tip of the fingers.
2. Long dangling earrings, necklaces, or other jewelry that could be a hazard shall not be worn. Expensive jewelry is not recommended due to the potential for damage or loss.
3. Shoes should be worn with consideration for the height of the heel, security of the sole and mobility of the individual.

H. Photo Identification Badges:

1. All employees must wear their photo identification badge at all times when on duty. The ID badge should be clearly displayed on the chest area.

I. Corrective Action:

1. Employees may be instructed to change inappropriate dress or be instructed not to wear the same or similar dress in the future. Decisions on the appropriateness of dress and the procedures to be followed should be made by the Service Chief, Department Head or Office Director in conjunction with the Director of Human Resource Management. Issues that will be considered include, but are not limited to:
 - i. Health and safety;
 - ii. Client, visitor or customer proximity;
 - iii. Work function of the unit; and,
 - iv. Complaints received.

Approved

This policy was approved by the CEO and CMO in April 2008.

Attachment: Notice to all CSH Job Applicants

NOTICE TO ALL CSH JOB APPLICANTS

Central State Hospital is an in-patient health care facility for persons with Mental Illness and Developmental Disabilities. We are an agency of the Department of Human Resources, the State of Georgia. We must be committed to client care issues: including safety, infection control, and each client's right to privacy and individual dignity.

*Please read the following, and then sign at the bottom of the document.
Ask questions if you do not understand any of the statements:*

- 1. All CSH staff members are expected to be courteous and respectful towards clients, visitors and other employees at all times. *You will be expected to display a helpful and positive attitude.***
- 2. The client's right to privacy and personal dignity will be respected. *Each staff member is responsible to learn about, remember, and practice an understanding of all client rights matters.***
- 3. Your appearance at work is a reflection of the quality of care and the PRIDE you take in your work. How you dress for work may show both a commitment to high standards and a respect for the client, or it could reflect a sloppy and careless approach to your work. *You will be expected to follow a "dress code" that emphasizes safety, cleanliness, and respect for others. This will affect the jewelry, shoes and clothing you wear to work.***
- 4. Your personal grooming and hygiene are part of your personal appearance at work. *You are expected to bathe regularly, brush your teeth, trim your fingernails, and maintain your hair in such a manner as to not detract from safety and infection control standards.***

I have read and understand the above statements about employment at CSH.

signature/name

date