Teachers — This memo is from a local law firm regarding "Dress Code" .... might be interesting to share with your 7th period.

— Paula Felton

INTEROFFICE MEMORANDUM

TO: ALL STAFF

FROM: BOARD OF DIRECTORS

DATE: 6-10-04

RE: DRESS CODE

OUR OFFICE MANUAL DESCRIBES THE REQUIRED DRESS FOR OUR OFFICE IN SOMEWHAT GENERAL TERMS. IN ORDER TO GIVE MORE SPECIFIC GUIDANCE THE FOLLOWING IS PROVIDED.
NEAT, CLEAN AND PROFESSIONAL APPEARING CLOTHING IS REQUIRED OF ALL EMPLOYEES. SUMMER TOPS SHOULD NOT BE CUT TOO LOW IN FRONT OR BACK. NO SHORTS, OR SLACKS/PANTS THAT ARE ABOVE THE ANKLE SHALL BE WORN.

ALSO THE FOLLOWING ARE INAPPROPRIATE OFFICE ATTIRE: JEANS, JEAN SKIRTS, JEAN DRESSES, STRETCH PANTS, LEGGINGS, OVERALLS, TANK TOPS, HALTER TOPS, T-SHIRTS AND SWEATSHIRTS.

SHOES SHOULD BE APPROPRIATE FOR A PROFESSIONAL OFFICE. DO NOT WEAR FLIP FLOPS, TENNIS SHOES OR NONDRESS TYPE SANDALS.

ANYONE WHO IS FOUND BY MANAGEMENT NOT TO BE IN CONFORMANCE WITH THE ABOVE WILL BE REQUIRED TO REMOVE THEMSELVES FROM THE PREMISES AND PROMTLY RETURN DRESSED APPROPRIATELY. TIME SPENT IN DOING SO WILL NOT BE COMPENSATED.

Additional info. on the back for sake of discussion.

DRESS FOR SUCCESS

Although fashion may tell you that certain looks are ***HOT***, they are not always appropriate for all situations and places. School is one place where today's fashions need to be toned down. Another is work. Work attire can still be fashionable, but needs to be professional.

When you go to find a job, you want to make a good impression with the people who will be hiring so that you rise to the top of the candidates. Appropriate and professional attire is a key component to making a good impression and getting a job. ***You will never get a second chance to make a first impression.*** So what is professional or acceptable dress? Sometimes it is easier to identify what is ***not*** and build acceptable attire from there.

UNPROFESSIONAL LOOKS

- Visible body piercing other than ears
- Thong underwear showing
- Low-cut shirts
- Ultra low-rise pants
- Any bare midriff
- Spaghetti straps, halters, or anything that shows bare shoulders (sleeveless is acceptable)
- Any bra straps showing
- Sheer fabrics unless a camisole is worn underneath
- Skirts shorter than mid-thigh
- Shorts
- Sport shoes or thongs
- Shirts with writing/slogans

Although these looks may be popular, keep them for your free-time or weekend wardrobe.

Personal Appearance Guidelines and Expectations

POLICY:

The intent of the guideline is to establish and articulate expectations for personal attire and grooming consistent with the image of professionalism as defined by Memorial. The employee's appearance is part of inspiring the confidence of hospital patients, visitors, and physicians. It is reflective of a safe, clean, and healing environment.

Each department shall have policies indicating the specific guidelines or requirements for that department. These policies must not be in conflict with the overall intent and goals of Memorial's guidelines.

Memorial Hospital reserves the right to ask an employee to wear different attire if his/her attire is deemed to be inappropriate.

GOALS of Memorial's Guidelines and Expectations:

I. Professionalism: Staff will wear clothing that is appropriate to their work area, creating a consistent "look", and shall be easily identified as Memorial personnel. Each employee is responsible, through his or her appearance and actions, for maintaining the integrity and quality of Memorial.

A. Name tags shall be worn at all times while on duty.
B. Clothing must be clean, pressed, in good repair.
C. Clothing must be appropriately fitted to allow for freedom of movement, safety, and professional image.
D. Good hygiene shall be used for clean body, hands, nails and hair. Daily showering or bathing is required with adequate deodorant use.
E. Hair shall be combed and styled. Hairpieces are permissible if clean and free of odor. Beards, mustaches, and sideburns are permissible, if clean and neatly trimmed. Hair accessories should be used with discretion.
F. Shoes are required. Shoes must be clean and polished, with clean laces. Dress shoes, open toes, tennis shoes, and open back shoes are permissible in areas not considered a safety hazard, and where permitted by department specific guidelines.
G. Socks or hose, which provide coverage of the foot and toes, are required.
H. Underclothing is required.
I. Clothing must be worn to meet the following "non-revealing" guidelines:
    a. Tops must be long enough to cover midriff when the wearer's arms are raised or when the wearer is leaning over.
    b. Minimum length of dress, skirt or culottes will be 2 inches above the knee.
    c. Underwear must be covered by clothing that does not allow for"see-through" exposure.
    d. Sleeves are required (i.e. arm pits must be covered)
    e.
J. Sweatshirts, tank tops, "jeans" (i.e. denim pants), leggings, capris and T-shirts are not acceptable.
K. No gum chewing while on duty.
L. Tattoos must be covered.
M. Makeup should be used tastefully.
N. Professional school or class pins, Memorial Hospital service pins, watches, and medical identification bands are permitted. Jewelry must be removed from exposed body-pierced areas, other than the ears, while on duty.

II. Style of Clothing. Clothing must be consistent with the employee's assigned department's requirements and "look", i.e. uniforms, business attire, casual business attire. Consideration should be given to the nature of the employee's work, the degree of public contact, and safety considerations. Managers and employees should consider the day's activities and/or schedule when determining attire.

III. Safety: Staff will wear clothing that does not create an undue hazard (including spreading infection), and is safe for the work they are performing.

O. Nails must be clean, and of a length to perform the assigned work. Nail polish must be in good repair at all times. Artificial nails are not permitted.
P. Long hair must be pulled back to prevent it from impeding vision, getting caught on machinery or equipment, or interfering with patient care. Beards and facial hair must conform with patient care and environmental safety needs.
Q. Shoe wear must comply with OSHA requirements. Shoes must be appropriate to the work area and the work being performed. Shoes must allow for safe mobility at all times.
R. Jewelry, including rings, must not get caught on machinery or equipment, or interfere with the work being performed.
S. Clothing must be changed as needed to prevent the spread of infection. Infection control gowns may only be used for intended purpose (infection control) and may not be worn as a substitute for a cover-up jacket or sweater.
T. Perfume, cologne, after shave, and scented lotions are not permitted.

IV. Non-promotional and non-offensive: Staff will refrain from wearing jewelry that is promotional, solicitous or offensive in nature.

U. The following jewelry are not permitted:
   a. Political
   b. Religious (unless part of a school or class pin)
   c. Fund-raising (including United Way)
   d. Holiday
   e. Union pins

General Appearance Examples

Appearance Guidelines	Acceptable Examples	Unacceptable Examples
Name Tags	• Worn in upright, readable, clearly visible position such as at chest height or collar level.	• Not visible. • Defaced by multiple pins, stickers, tape etc. • Worn at or below waist level.
Clothing is clean, pressed and in good repair.	• Clean and pressed.	• Holes, tears, rips. • Unfinished or raveled hems or edges. • Stained, dirty, or excessively wrinkled garments.
Clothing is appropriately fitted.	• Not more than 2" above knee length or longer skirts. • Appropriate sized. • Crew neck, v-neck, square, jewel necklines and turtlenecks.	• Too small or tight clothing. • Oversized clothing. • Low-cut or revealing necklines. • Mid-thigh or shorter skirts or dresses. • Muscle shirts, tank tops.
Hair is well groomed for appearance and safety.	• Neat, clean and styled. • Well-maintained hair color and style appropriate for business. • Hair does not impair vision or create safety hazard. • • Discretionary use of hair clips and accessories.	• Dirty or unkempt hair. • Strong smells in or on hair. • Extremes in hair dyeing or coloring. • Hair in face or swinging freely that impairs vision or interferes with job function. • No more than 5 hair clips or accessories.
Simple, conservative fashion adornments or accessories.	• Discretionary use of make up and nail polish.	• Long fingernails that interfere with work.

	• Nails are clean, neatly trimmed or manicured, with polish in good repair. • 3 or fewer earrings per ear. • 2 or less rings per hand excluding wedding sets. • Covered tattoos.	• Neon, black, multicolored nail polish. • Heavy or theatrical makeup. • More than 3 earrings per ear. • Visible body piercing other than earrings. • Rings on every finger. • Visible tattoos. • Neon, camouflage, or animal skin designs.
Uniform Attire	• Tops & pants with a smooth trim appearance • Sleeves cover to middle of upper arm. • Uniforms in sets (i.e. scrub tops w/scrub bottoms)	• Yellow isolation cover gowns • Mismatched uniforms. • Corduroy, denim or denim-like material or stretch knit pants. • Sleeveless or not long enough to cover armpit. • Long or loose sleeves that could spread infection or create safety hazard. • Red or black scrubs. • Neon, camouflage, or animal skin prints.
Business Attire	• Suits with matching slacks or skirt. • Color coordinated dress shirt or blouse. • Sports coat or blazer with matching slacks, skirt or dress. • Matching tie, scarf or accessories. • Fabrics traditionally acceptable for business such as tweed, wool, cotton, gabardine, polyester, silk, linen, rayon or blends..	• Mismatched outfits. • Denim, spandex or other uncommon business fabric. • Stirrup, legging or capri style pants. • Neon, camouflage, or animal skin prints.
Business Casual Attire	• Dress trousers, pressed cotton twill type slacks or pant suits, with coordinated top, blouse, and/or sweater. • Short or long sleeved shirts with collars (regular, banded, or turtleneck). • Sports coat or blazer.	• Denim jeans, athletic or warm-up suits, sweatshirt material. • Plain or logo tee shirts. • Shorts. • Sweatshirts, tank tops, "jeans" (i.e. denim pants), leggings, capris and T-shirts are not acceptable except when permitted by hospital special events or department specific activities. • Neon, camouflage, or animal skin designs. • Open-toed Birkenstocks or "look-alike" sandals.