
PROFESSIONAL APPEARANCE

Purpose

This Policy provides standards for dress and grooming, which promote a professional and respectful environment. Team members are expected to dress appropriately for the job(s) they perform. The following standards ensure all necessary safety and infection control requirements are met. These standards also aim to promote team member dress and appearance that enhances, rather than distracts from, patient care. All individuals working with Wellstar contribute to the experience of patients, their families, visitors, and fellow team members. As such, this policy provides expectations for one's personal appearance that promote the competence, confidence, professionalism, caring, and quality of our team members and our services.

General Standards

1. The Wellstar identification badge should be visible and always worn above the waist.
2. Professional specialty pins and insignias are permissible. They may be worn on a lanyard or on personal clothing but not on the identification badge nor on the staff duress button.
3. Team members who are issued a staff protection button must wear the button at all times above the waist and it must be visible, ensuring accessibility and mitigating accidental alerts
4. Good personal hygiene is expected of all team members.
5. Scented perfumes, colognes, and other fragrance products should be used in moderation and with sensitivity to others in the workplace. Exposure to strong scents, odors, and fragrances can be offensive to others and may trigger allergic reactions.
6. Hair style, jewelry, and makeup should be professional and appropriately tailored for the job each team member performs.
7. Facial hair must be well groomed and meet respiratory mask fit testing requirements, as required by each team member's position.
8. Team members performing direct patient care, handling equipment, or handling food may not wear artificial nail enhancements of any kind (including but not limited to acrylics, extenders, and embellishments).
9. Nails should be clean and well-manicured for the health and safety of patients. Fingernail length must not interfere with the team member's job duties.
10. Team members in procedural areas may not wear nail polish or detachable eyelashes.
11. Tattoos conveying messages that are inconsistent with Wellstar's values must be covered at all times. At management's discretion, in partnership with Human Resources, team members may be required to cover other tattoos.

12. No more than two pairs of simple earrings may be worn per ear. Small nose stud piercings are permitted, but septum piercings or nose rings are not. Ear gauges that are visible should have solid, skin-colored plugs in place.
13. Appropriate undergarments must be worn and should not be visible.
14. Hats or other headwear should be worn only if they are part of the approved uniform.
15. Prohibited attire includes, but is not limited to:
 - a. Attire with political endorsements;
 - b. Attire that is vulgar, obscene, threatening, intimidating, or harassing;
 - c. Attire that conveys a message contrary to Wellstar's policies against discrimination, harassment or workplace violence; and
 - d. Attire that provokes a debate over social issues.

Non-Uniformed Team Members

Team members working in areas or departments that do not have specific uniform requirements should dress in a professional manner that is appropriate for the job being performed and consistent with the business needs of the area and location.

1. Examples of appropriate attire are clean, neat, non-wrinkled shirts, suits, dresses, dress pants, blouses, shirts, sweaters, blazers, sport coats, and turtlenecks.
2. Examples of inappropriate attire are sweat suits, jogging suits, tank tops, shorts, denim of any color, overalls, flip flops, and midriff shirts.
3. Attire should not be stained, ripped, revealing, too tight, low-cut, too short, or see-through.

Team Members working in a Remote Environment

Team members working in a remote environment are expected to follow the guidelines for non-uniformed team members when attending virtual meetings, and any visible background (whether virtual or actual) must be professional.

Uniformed Team Members

Please see Policy 3030, Appendix A for additional guidelines

Enforcement Responsibilities and Exceptions

Individual operating unit leaders are responsible for overseeing their team's compliance with this policy and may further define standards of dress, grooming and appearance relative to jobs within their area. Management may require team members to remove, modify or cover any attire that is inconsistent with these standards and/or a professional requirement.

Failure to adhere to this policy may result in corrective action, up to and including termination.

Wellstar is committed to working with those team members who may need exceptions to this policy based on religious or medical considerations. Any requests for an exception or

accommodation must be submitted to Human Resources for consideration on a case-by-case basis and in accordance with the safety, health, and/or sanitation requirements as well as the essential job duties associated with the team member's position.