

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Dress and Appearance Code
POLICY NUMBER: HR-50
EFFECTIVE DATE: November 2003
SUPERSEDES: N/A
LAST REVISION DATE: November 2008

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to maintain therapeutic and administrative environments staffed by employees who have a professional appearance.

PURPOSE:

To provide guidelines for supervisors and staff that facilitates employees maintaining a professional appearance and creating a positive public image.

PROCEDURES:

- I. SBHS employees will comply with the below listed guidelines for dress and personal appearance while on duty.
 - A. Fingernails shall be clean and neatly trimmed at a length, which prevents injury to persons and facilitates dexterity necessary to perform duties.
 - B. Hairstyle should project a professional appearance and must not interfere with the safety of the clients care.
 - C. Pants, skirts and dresses should be an appropriate length to maintain a professional appearance. Pay attention to the fit of clothing. Short, tight or revealing clothing is not allowed.
 - D. Footwear shall be appropriate to job performance that allows comfort and safety in all work areas. Program Managers will be responsible for making the discretion of appropriate footwear.
 - E. Wearing apparel representing inappropriate images, symbols, messages which are sexually suggestive, advocating violence, substance use/abuse or/are culturally insensitive is not permitted.
 - F. Jewelry is not prohibited but is not recommended to be worn at work due to injuries that could occur.
 - G. Body piercing which can be seen by others (with the exception of earrings) is not permitted.
 - H. Tank tops, low cut necklines, exposed midriffs are not allowed. Shorts may only be worn during the delivery of recreational activities.
 - I. Employees assigned to programs that have specific dress codes must comply with the provisions therein.

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- J. Discretion in wearing fragrances is to be used as some clients and/or staff is allergic to fragrances. Too much can be offensive to others.
 - 1. Friday is the only designated casual dress day at SBHS, which allows you to wear jeans. However, the employee needs to take their day's schedule into account on Fridays and dress accordingly.
 - 2. Residential sites need to be dressed appropriately for the activity scheduled.
- II. Program managers and supervisors will comply with the above listed guidelines for dress and personal appearance and will also insure the compliance of staff that they manage or supervise. Managers and Supervisors:
 - A. Are authorized and responsible for monitoring and enforcing employee adherence to the provisions stated above.
 - B. May require an employee to change inappropriate clothing or be instructed not to wear the same or similar apparel in the future.
 - C. May require the employee to pin their hair up to prevent injury and to provide a safe and/or sanitary environment.

DRESS CODE ENFORCEMENT PROCEDURES:

Managers and supervisors are expected to monitor the appearance of assigned employees and are authorized to recommend the below listed disciplinary procedures when employees fail to comply with dress and personal appearance guidelines.

- I. Employees who do not conform to the Dress and Appearance Code will be instructed to leave their work location.
- II. Employees will be permitted to return to work when they have corrected the Dress or Appearance violation.
- III. Employees who are first-time offenders will be permitted to request annual leave for the time that they are absent from their duty station.
- IV. Employees who have multiple dress or appearance offenses will be required to take leave without pay and/or disciplinary action taken against them up to and including dismissal.

APPROVAL SECTION:

Chief Executive Officer

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date