

Professional Business Attire Policy Comparison

New content is highlighted by bold print.

Current Policy	Revised Policy Effective 5-01-07
<p>Appropriate good taste, good grooming, safety, and consideration for others should govern the appearance of all employees, contract employees, residents, volunteers, students, Medical Staff of UNC Hospitals, and research personnel utilizing UNC Health Care System facilities. Neatness and cleanliness are evidence of concern for our patients, their families, the public, and each other.</p>	<p>To promote work place safety, create a professional appearance, and a positive working environment here at UNC Health Care the following consideration for others should govern the appearance of all employees, contract employees, residents, volunteers, students, Medical Staff of UNC Hospitals, School of Medicine, and research personnel utilizing UNC Health Care facilities. Neatness and cleanliness are evidence of concern for our patients, their families, the public, and each other.</p>
<p>UNC Health Care System believes that personal neatness and appropriate attire provide an atmosphere of professionalism and inspire confidence in our ability to deliver services.</p>	<p>Personal neatness and appropriate attire provide an atmosphere of professionalism and inspire confidence in our ability to deliver services.</p>
<p>The provisions of this policy apply to all personnel operating in the UNC Health Care System. Department policies may specify additional requirements as appropriate for employee and patient safety.</p>	<p>The provisions of this policy apply to all personnel operating in UNC Health Care. Employees arriving at work and clocking in must present themselves in accordance with the Professional Business Attire Policy. Department policies may specify additional requirements as appropriate for employee and patient safety.</p>
<p>All employees, staff members, volunteers, as well as visitors to the UNC Health Care System shall be required to wear appropriate identification as defined in the "Identification of Employees, Staff Members, Patients and Visitors" Policy in the UNC Health Care System Policy Manual. An employee's name and picture must be visible at eye level at all times.</p>	<p>All employees, staff members, volunteers, as well as visitors to UNC Health Care shall be required to wear appropriate identification while at work as defined in the "Identification of Employees, Staff Members, Patients and Visitors" Policy in the UNC Health Care Policy Manual. An employee's name and picture must be visible at all times.</p>
<p>Department managers may require staff to wear uniforms as appropriate for the department, position, or work duties. Employees for whom uniforms are required for the job must wear the appropriate uniform. Uniform short pants and uniform hats may be appropriate if part of a department's overall approved uniform. Alterations to the uniform or alternatives to uniforms are allowed only if prior approval has been obtained from a Department Head and if the intent of this policy is not violated.</p>	<p>Employees for whom uniforms are required for the job must wear the appropriate uniform. Alterations to the uniform or alternatives to uniforms are allowed only if prior approval has been obtained from a Department Head and if the intent of this policy is not violated.</p>
<p>Scrub suits, masks, shoe covers, and gloves should be worn only in areas designated by relevant departmental policies and only by those designated to wear them as part of their personal protective equipment. Please refer to departmental policies regarding the use of scrub suits.</p>	<p>A scrub suit is defined as a hospital provided, hospital laundered top and bottom apparel that is worn in specific departments of the hospital as prescribed by Infection Control. It is to be worn as a set of jade green shirt and pant as specified by the specific departmental policy. Scrub suits, masks, shoe covers, and gloves should be worn only in areas designated by relevant departmental policies and only by those designated to wear them as part of their personal protective equipment. They are not to be removed from the hospital.</p>

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<p>Clothing should be clean, pressed, and in good condition. Shorts (or similar attire), denim, tank tops, midriffs, revealing apparel, and the wearing of patient garb over a uniform or outerwear are considered inappropriate for the work place and are not permitted under this policy. Hats should be worn only when part of an approved uniform. Logos which identify the UNC Health Care System or units within the UNC Health Care System are the only acceptable logos to be worn on collarless shirts.</p>	<p>Clothing should fit properly, be clean, pressed, and in good condition.</p> <p>The following is a list of inappropriate attire at UNC Health Care:</p> <ol style="list-style-type: none"> 1. Excessively tight, revealing, non-professional in appearance, length, and fit of clothing, such as: <ul style="list-style-type: none"> ○ Backless dresses or tops. ○ Skirts above the knee or have high slits. ○ Pants shorter than mid-calf. 2. Casual beach or athletic wear (such as sweat pants, stretch pants/warm up pants, and tights or leggings worn as pants. 3. T-shirts with logos unless the logo identify UNC Health Care or units within UNC Health Care. 4. Shirts with revealing neckline, bare midriff tops, and shirts with printed messages, offensive messages, or with an offensive image printed on it. 5. Spaghetti strap blouses, unless worn with a jacket. 6. Denim, unless as an approved uniform component. 7. Shorts or skorts (or similar attire) unless a part of an approved uniform. 8. Hats unless a part of an approved uniform.
<p>For safety reasons, all employees must wear shoes which are appropriate to their jobs.</p>	<p>For safety reasons, all employees must wear shoes that are appropriate to their job. Shoes should be clean and in good repair.</p> <p>OSHA Standard 1910.136(a) mandates that the employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards. (OSHA standard 1910.1030(d) (3) (i) Closed-toed shoes are required in departments and areas in which the above hazards exist including <u>all patient care areas</u>. In addition OSHA requires that protective clothing/covering must be worn that will prevent blood or other potentially infectious materials from reaching the skin.</p> <p>The following are not appropriate footwear for UNC Health Care:</p> <ol style="list-style-type: none"> 1. Flip-flops 2. Slippers 3. Excessively high-heeled shoes <p>Non-patient care areas may wear open toed shoes but are encouraged to wear close-toed shoes in accordance with the above provisions.</p>
<p>Supervisors will inform employees if business needs warrant additional requirements for the employee's position. Chewing gum is not considered appropriate in the presence of patients, visitors, or guests.</p>	<p>Supervisors will inform employees if business needs warrant additional requirements for the employee's position.</p> <p>Visible tattoos and excessive body piercing may offend some customers and co-workers while at the workplace and therefore these shall not be visible.</p>

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	<p>All jewelry and other accessories must comply with OSHA standards in the respective departments. These items present a safety hazard around certain equipment and generally can be disruptive to the work environment.</p> <p>Chewing gum is not considered appropriate in the presence of patients, visitors, or guests. Chewing gum may be approved on a case-by-case basis for special circumstances such as participation in a Smoking Cessation Program.</p> <p>The use of earphones, headphones, Walkman or ipods in public or patient care areas is not permitted, unless approved by management or required.</p>								
<p>Good personal hygiene is required. Other employees, as well as patients and guests, have a right to expect general cleanliness and good dental hygiene from the staff. Employees must refrain from using body fragrances such as cologne, talc powder, and after-shave lotions, which may have an adverse effect on patient care, on co-workers and on visitors.</p>	<p>Good personal hygiene is required. Other employees, as well as patients and guests, have a right to expect general cleanliness and good dental hygiene from the staff.</p> <p>Employees shall not use body fragrances such as cologne, perfume, talc powder, and after-shave lotions. Smoke odors are prohibited effective 7/4/2007.</p> <p>Artificial nails are prohibited from being worn by any direct patient care staff.</p> <p>Consideration must always be given to the adverse effect on patient care, and on co-workers and on visitors.</p>								
<p>Nothing about special occasion exceptions in current policy.</p>	<p>Costumes, holiday specific outfits or other special event outfits are acceptable for predetermined special occasions/holidays upon pre-approval from department managers through their Division Vice President.</p> <p>Other than the above exception, UNC Health Care does not have “casual” or “dress down” days.</p>								
<p>Inappropriately dressed employees as referred to in the sections regarding identification, uniforms, and non-uniform clothing will be excused from work without pay, and must return to work as directed by their supervisor. Violations of the Dress Code Policy will result in corrective action up to and including termination. Department managers are responsible for ensuring that every member of their department dresses in accordance with this policy, and the Residency Program Directors are likewise responsible for the UNC Health Care System's residents.</p>	<p>Inappropriately dressed employees as referred to in the sections regarding identification, uniforms, and non-uniform clothing will be excused from work without pay, and must return to work as directed by their supervisor. Violations of the Professional Business Attire Policy will result in corrective action up to and including termination. Department managers are responsible for ensuring that every member of their department dresses in accordance with this policy, and the Residency Program Directors are likewise responsible for UNC Health Care's residents.</p> <p>In the event there are violations of this policy, the following Performance related Corrective Actions may occur depending on the severity of the violation:</p> <table border="1" data-bbox="834 1671 1495 1890"> <tr> <td>1st Violation</td> <td>Verbal Warning</td> </tr> <tr> <td>2nd Violation</td> <td>Written Warning</td> </tr> <tr> <td>3rd Violation</td> <td>Final Written Warning or Suspension Without Pay</td> </tr> <tr> <td>4th Violation</td> <td>Termination</td> </tr> </table>	1st Violation	Verbal Warning	2nd Violation	Written Warning	3rd Violation	Final Written Warning or Suspension Without Pay	4th Violation	Termination
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