

## Tri-County Medical Associates

Policy Name: Dress Code

Policy Manual Section: X Human Resources # of Pages: 2 Policy Number: \_\_\_\_\_  
Effective Date: 3/24/05

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Recommended By: Susan Navien, HR Director

Signature: \_\_\_\_\_

Sr. Manager :

Signature: \_\_\_\_\_

Medical Director: Patrick McSweeney, M.D.

Signature: \_\_\_\_\_

C.E.O.: Philip J. Ciaramicoli, Jr.

Signature: \_\_\_\_\_

Distribution: All Employees

**Subject: Dress Expectations**

**Purpose:** Tri-County Medical Associates considers it very important that employees are well groomed, neat, and dressed appropriately for your job function. Appropriate dress and hygiene are important in promoting a positive company image to our patients and customers, both internally and externally. Employees contribute to the feeling and reputation of Tri-County in the way they present themselves.

**Policy:** The grids below are provided for illustrative purposes only and not for the purpose of limitation. The list is based upon the company's safety concerns, strong desire to increase productivity and maintain a professional work environment as well as maintain an atmosphere that is free of harassment of any kind.

### **Business Office Environment and Clerical Staff in Physician Offices:**

<b>Acceptable (Women)</b>	<b>Not Acceptable (Women)</b>
Dress Pants, Dockers, Corduroy, Skirts or Dresses (length cannot be more than 3" above the knee), Business Suites (stockings must be worn with skirts, dresses, etc)	Jeans, Shorts, Sweatpants, Athletic Attire, Casual Shorts, Stretch Pants or Leggings, Stirrups, Cotton or Nylon Sweatpants, Skorts, and Fleece.
Blouses, Sweaters, Polo Shirts, Dress Jackets	Tank Tops, Sweatshirts, Hooded Sweatshirts, T-Shirts, Halter Tops, Spaghetti Straps, Flannel Shirts, Terrycloth Tops
dress/Business Shoes With or Without Heel, Loafers, Slides, Open Toed Shoes, Boots, Dress Sandals	Flip Flops, Hiking Boots or Hiking Sandals, Athletic Shoes

**Business Office Environment & Clerical Staff in Physician Offices:**

Acceptable (Men)	Not Acceptable (Men)
Dress Pants, Dockers, Corduroy	Jeans, Shorts, Cotton or Nylon Sweatpants, Athletic Attire
Pullovers, Dress Shirts, Sweater with Collared shirt or Turtleneck, Polo Type Shirt, Blazer/Sport Coat	Sweatshirts, Hooded Sweatshirts, T-Shirts, Sleeveless Shirts, Flannel Shirts
Loafers, Boat/Deck Shoes	Athletic Shoes, Work Boots, Sandals

**Physician Office Environment (Clinical Staff):**

Acceptable	Not Acceptable
Scrubs or Uniforms, Closed-toed Shoes, Clean White Sneakers, Manicured Nails	Any other type of clothing including all of the abovementioned with the exception of sneakers. Acrylic Finger Nails

--All clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, or buttocks areas.

--Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.

--Clothing, to include jewelry and hair, should not be loose or dangle in such a way that it creates a safety hazard.

**Compliance:** It is management's responsibility to enforce this policy and use their discretion in determining if other dress code concerns exist that are not outlined specifically in this policy. Supervisors and managers reserve the right to send any person home to change clothes that violates any part of the Dress Code Policy. The time spent away from work will be charged to your earned time if available or unpaid. Where an employee's clothing is questionable, the Supervisor has first discretion and will follow the normal chain of command. If an employee wishes to report non-compliance (after speaking with their supervisor), they may contact the Human Resources Department. Even though we trust your good judgment, it is always necessary to establish the way that we will address non-compliance of this policy. In the event there are violations, the following actions may occur:

1 <sup>st</sup> Violation	Verbal Warning
2 <sup>nd</sup> Violation	Written Warning
3 <sup>rd</sup> Violation	Final Written Warning
4 <sup>th</sup> Violation	Termination

**\*\*Management reserves the right to make exceptions to this policy on occasion for special projects, or occupations.**