STANDARDS OF DRESS

I. POLICY

Neatness and appropriateness of dress creates a good impression on the public and the patients. The appearance of all Hospital personnel must instill public confidence in our employees and our institution.

II. RESPONSIBILITIES

A. Employee

The employee is responsible to maintain the highest standards of dress and personal hygiene. Clothing must be in good professional and business taste as well as clean and neat.

B. Department Heads/Nurse Managers

Department Managers/Nurse Managers are responsible for the implementation and enforcement of this policy. Department Managers/Nurse Managers are also responsible for determining specific standards of dress based on the unique safety, clinical, or business needs of his/her department. Department standards must be in compliance with and may not be in conflict with the regulations of this policy. Department Managers are responsible for equitable and consistent enforcement of dress standards.

C. Personnel Department

The Personnel Department is responsible for the interpretation and administration of this policy.

DATE OF ORIGINAL POLICY: 7/87

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III. REGULATIONS

A. Clothing must be clean, neat, and free from tears. Employees must avoid suggestive attire. Skirts may not be excessively short. Other attire that is normally considered casual is also prohibited. Examples include, but are not limited to: shorts, sweat suits, jogging suits, gym shorts, tank or halter type tops, or any garment that conforms closely to the body’s shape. Undergarments must be appropriate and must not be visible. Denim materials, other than those which are white, are prohibited.

B. Employees will maintain the highest standard of personal hygiene. Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permissible regardless of length. Sideburns, moustaches, and beards should be neatly trimmed.

C. Footwear

1. Employees may be required to wear specialized footwear or prohibited from wearing specific types of footwear due to safety requirements of their specific department.

2. Shoes must be clean and in good repair. Shoe styles must be appropriate to the safety, clinical, or business needs of the employee’s specific department.

3. All employees are required to wear appropriate hosiery/socks. Hosiery must completely cover all areas of the foot and extend high enough on the leg in order for the top of the hosiery/sock to not be visible.

4. Employees who are unable to comply with the above footwear regulations due to verified medical conditions must have approval from the Employee Health Department.

D. Uniforms must conform with regulations regarding style and color established by the Department.

E. Employees are required to wear their Photo ID Badge during working hours. The badge is to be attached to the front upper torso area with picture facing outward and uncovered. The employee’s name, title and picture must be visible. No other information will be listed. With the exception of Monongahela Valley Hospital service award pins, no stickers, emblems, pins, or other material may be applied
to the Photo ID Badge. Failure to comply will result in a two-day suspension without pay for the first offense and termination of employment for the second offense.

F. Jewelry that pierces visible body parts are not permitted. Examples include but are not limited to jewelry that pierces one’s tongue, eyebrows, lips and nose. Ear jewelry is permitted.

G. Employees identified in Attachment A may not wear artificial or acrylic fingernails; chipped fingernail polish, excessively long natural fingernails (extending more than 1/4 inch per the top of the finger).

H. All male employees who do not wear a uniform must wear a dress shirt and neck tie. This provision includes male employees whose uniform consists solely of a lab jacket.

I. Employees may wear uniforms/clothing with a "holiday theme" provided such uniforms/clothing are compliant with the other provisions of this policy. Uniforms/clothing with a "holiday theme" may be worn during the two weeks preceding the holiday. Uniforms/clothing that recognize the Christmas and New Year holidays may be worn between December 1 and January 1.
ALL EMPLOYEES WHO WORK IN THE FOLLOWING DEPARTMENTS ARE PROHIBITED FROM WEARING ARTIFICIAL/ACRYLIC FINGERNAILS

- Anesthesia
- Cardiac Rehabilitation
- Cardiology
- Center for Diabetes
- Central Escort
- Central Supply
- Dean Ornish
- Education & Outreach (includes Healthy Directions)
- Employee Health
- Environmental Services
- HealthPlex Imaging
- IRG
- Laboratory
- Laundry
- Medical Oncology
- Nutrition & Food
- Nursing
- Occupational Health
- Pharmacy
- Radiation Therapy
- Radiology
- Rehabilitation Services
- Respiratory Care (includes Sleep Lab)
- Wound Center