



## Appearance Policy

**Effective January 1, 2019. Subject to change.**

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**Purpose:**

To establish general guidelines and standards regarding the appearance of Hackensack Meridian Health team members.

**Scope:**

All team members of Hackensack Meridian Health.

**Policy:**

All team members must show professionalism and good judgement at all times related to appearance.

With today's wide variety in fashion trends, it is impossible to describe every article of proper dress. Common sense and respect for our guests/patients and fellow team members is the key to a strong, positive professional environment and caring image.

Each division/department/unit may establish standards of professional appearance appropriate to the job duties performed in its area while conforming to Hackensack Meridian Health's general guidelines.

### GENERAL APPEARANCE GUIDELINE

1. For the safety and security of our guests/patients and fellow team members, photo ID badges provided by Hackensack Meridian Health must be worn visibly above the waist.
2. ID badges should be worn in an upright, readable position on your outermost layer of clothing. Based on the design of a company issued uniform, this placement may vary. ID badges should not be worn on, ties, hats, and waistbands. Team members who work in clinical and direct patient care areas may not wear lanyards (see HMH Infection Control Policy). If a team member loses their ID badge, the replacement of the badge will cost \$15.
3. The wearing of pins, buttons (no more than three and must hospital issued) will be permitted provided they do not interfere with patient care or contain inappropriate or offensive writing or pictures. ID badges may not be worn in any type of holder-clear or otherwise.
4. Jewelry  
Jewelry is generally permitted provided the type, style and quantity is appropriate to the team member's work environment. Team members may not wear nose jewelry other than a small stud. Earrings will not be permitted on any other exposed body part but the ear lobe (i.e., eyebrows, lips, and body). No more than two sets of small conservative earrings are permitted on team members. Jewelry that inhibits the effective practice of universal precautions, including infection control, or any other safety procedure is prohibited. In all cases, medical alert jewelry is acceptable.
5. Body art/tattoos  
No body art/tattoos which reasonably is or should be known to be offensive because of its sexual, violent, religious, racial or ethnic content, or its relationship to gender, sexual orientation or disability or based on any other protected category may be visible at any time. This includes but is not limited to sexually explicit or lewd material, or that promote or advocate sexism, racism or other forms of bigotry based on gender, age, race,



religion, disability, sexual orientation or other protected category as legally defined or otherwise contrary to common sense standards of professionalism.

## 6. Personal Hygiene

A. Personal cleanliness and hygiene must be maintained at all times. Every effort should be made to avoid offensive body odors through the regular practice of sound personal hygiene and by the use of deodorants and other toiletries. Perfumes should not be used in a manner which would adversely affect the comfort and/or safety of guests/patients or team members. Oral hygiene is mandatory for all team members.

### B. Hair and Headwear

Hair must be clean and neat with no extremes in style, bleaching, coloring or ornamentation. For direct patient care staff and where necessary, hair should be pulled back and secured so as not to interfere with guest/patient care. Facial hair and mustaches are permitted, but must be trimmed and not present a bushy or unkempt appearance. Facial hair should not include any rubber bands, beads or braids. Facial hair that may interfere with the integrity of the skin mask seal (respirator) as determined by Occupational Health will not be permitted. Hats, bandannas and headdress are not permitted unless part of religious accommodation or if required in some positions to complete a uniform, i.e., security.

C. Artificial nails, acrylic nails, wraps, gel overlays, raised nail jewelry are not permitted on all direct patient care team members, including food and nutrition team members. Fingernails must be cleaned and trimmed to the activity length (no longer than 1/8 inch) so as not to interfere or affect the comfort or safety of guest/patient or team members. Nail polish, if worn, must be free of chips. (see HMM Infection Control Policy). For non-clinical team members nails should not be longer than 1/4 inch.

## 6. Clothing

A. All clothing worn at work must be suitable for providing guest/patient care and conducting Hackensack Meridian Health business. For male team members in the non-clinical area, dress pants and a short or long sleeved professional style shirt are required. Shirts must be tucked in. A tie and/or jacket may be required, depending on the work location and team member's position.

B. Clothing, including uniforms, must be clean, pressed and in good condition without rips or tears at all times.

C. Undergarments must be worn at all times. Attention should be given to avoid wearing patterned or bright undergarments under light colored clothing. White crew neck/V-neck undershirts or camisoles must be worn under light colored shirts.

D. Scrub outfits and isolation attire should be worn only when required in the context of performing duties.

E. Athletic wear is inappropriate in the work place, including sweatshirts, sweat suits, jogging suits, hoodies, shorts, spandex leggings, stirrup pants and yoga pants (exception: fitness center/child care staff).

F. Casual clothing may not be worn while working (exception: fitness center/child care staff and organizational/department sanctioned approved casual work days). This includes, but is not limited to,



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jeans of any type, tee shirts with graphics or writing, sequin clothing, halter-tops, tank tops, off the shoulder wear and sun dresses.

G. Skirts or skorts may not be shorter than three inches above the knee.

#### 7. Footwear

Safe, appropriate and well-maintained footwear must be worn at all times. Footwear must be suitable to the particular job function in accordance with department policy. Any type of shoes with heels higher than three inches are not acceptable. Flip-flops are not acceptable in the work place. Generally, open toe shoes should not be worn by team members that perform or are engaged in patient care.

#### **POLICY COMPLIANCE**

The cooperation of each team member regarding their own appearance is essential in maintaining the proper look and atmosphere in the workplace. Team members may be sent home to change in compliance with this policy, unpaid, and will be expected return to work to complete their scheduled shift. Team members failing to comply with the Appearance Policy will be subject to discipline in accordance with the Guidelines for Cooperation and Discipline.

HMH expressly reserves the right, in its sole and absolute discretion, to change, modify or delete the provisions of this policy in whole or in part, at any time or for any reason without notice. The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any applicable collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement, team members should refer to the specific terms of the collective bargaining agreement, which will control.

Any questions regarding this policy and procedure may be referred to Human Resources.