

<b>Area</b>	Human Resources		
<b>Section</b>	General		
<b>Subsection</b>	N/A		
<b>Document Type</b>	Policy		
<b>Scope</b>	All Staff, Volunteers and Physicians		
<b>Approved By</b>	<b>Original Effective Date</b>	<b>Revised Effective Date</b>	<b>Reviewed Date</b>
Gerry Gattinger, Regional Lead Human Resources	2018-May-09	2021-Nov-10	2021-Nov-10

**PURPOSE**

To provide guidelines for acceptable employee work attire and appearance.

**POLICY STATEMENT**

During working hours, staff, volunteers and physicians of Prairie Mountain Health (PMH) shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their position, and the clients and visitors they serve. Personal appearance is a reflection of both the individual and the employer. A good appearance and professional manner conveys a positive and credible message to patients/residents/clients, visitors, and other health care workers.

PMH recognizes the diversity of cultures, religions, disabilities, and beliefs wherein a supportive approach, exercising discretion, when this affects dress or uniform requirements; however priority is given to health and safety, security, and infection control considerations.

Departmental dress code may exist where necessary and may exceed the provisions in this policy.

Employees who do not conform to this policy may be requested to leave the worksite until requirements are satisfactorily met and given a verbal warning. On subsequent non-conformance, they are subject to progressive discipline according to the disciplinary process.

**RESPONSIBILITIES**

**Employee** - to attend work, dressed and groomed appropriately following the above standards provided.

**Department/Program Manager/Supervisor** - to ensure that this policy is observed at all times.

**1. GENERAL**

All PMH staff, volunteers, physicians and students are required to:

- Wear photo identification name tags in plain view at all times in accordance with Photo Identification and Access Cards (PPG-00046)
- Incorporate workplace health and safety recommendations for appropriate attire in a healthcare setting
- Dress in such a way that it doesn't create hazards
- Dress appropriate to the clinical work environment while recognizing cultural norms and religious requirements

- Dress to portray a competent professional image through workplace attire
- Dress clean and presentable at all times
- Ensure jewelry worn is modest and professional and does not interfere and/or pose a safety health risk. In areas where staff have direct contact with clients, body piercings are limited to small stud jewelry
- Use Personal Protective Equipment clothing (visibility wear, safety shoes, etc.) where required
- Dress in a manner consistent with Routine Practices and Additional Precautions (PPG-00029)
- Adhere to Hand Hygiene (PPG-00005) standards (re: finger nails/polish etc).

## **2. UNIFORMS**

- Professional and technical staff are to wear uniforms or attire suitable to their profession.
- Where certain types of clothing must be worn for client and staff safety, and as required by collective agreements PMH provides uniforms for use in specific departments.
- PMH provided uniforms may be laundered by PMH.
- Where staff purchase their own uniform they are subject to departmental approval/standards.
- When a uniform is required within the program/department dress codes, the use of uniforms is restricted for on duty use.
- Where not otherwise covered by a collective agreement, staff are responsible to launder and repair their own uniforms.
- The use of personal music devices where headphones/earplugs are used while in the course of work functions is not permitted.

## **3. CASUAL DAY and SPECIAL OCCASSIONS**

- To help us celebrate a week of providing excellent service to the residents of our region, each Friday is designated as “Casual Friday”
- Some guidelines to assist you:
  - Neat and clean jeans are allowed as long as they are not frayed, worn, torn or cut off.
  - Jogging/sweat pants are not permitted.
  - Shirts with distasteful sayings are not permitted.
- Special occasions and unique dress associated with these occasions (e.g. Halloween, Wellness Committee activities) are permitted subject to departmental approval and in alignment with regional/provincial guidelines.

## **4. FOOTWEAR**

- Footwear worn by Prairie Mountain Health staff, physicians and students on duty must be of a type, style and condition, which does not expose them to preventable hazards. Appropriate footwear must be worn with consideration of the hazards involved in the job function to be conducted and environmental issues as well (e.g. snow and ice, lifting/carrying of objects, etc.)
- Footwear required offers good support in order to maintain safety during moving and handling procedures. Footwear should also be clean and of a good state of repair.
- During the warmer months business style sandals are acceptable for general office or front desk duties only.
- Sandals must be suitable for the work environment and offer good support to ensure the sandal fits securely (e.g. not be flip flops)
- All Employees are responsible for obtaining the appropriate winter footwear and having it readily available when conditions require it. Winter footwear must provide for adequate grip when walking in snow and ice, also offering protection from the elements.
- Staff must wear shoes that meet the following criteria for the area in which they work:

<b>Clinical Areas</b> (Direct patient / resident / client care areas including day clinics and area where there are biological, chemical and physical hazards including laboratories)	<b>Non Clinical Areas</b> (Clerical or office areas)	<b>Environmental Services Property Management Services Capital Planning Materials Management</b>
<ul style="list-style-type: none"> <li>○ Closed toe and heel with solid upper covering (no holes on the top or side of shoe) and soft soled</li> </ul>	<ul style="list-style-type: none"> <li>○ Footwear is required to be stable and appropriate for the particular position, with a heel base and grip that will ensure safety and is reflective of internal and external environments</li> </ul>	<ul style="list-style-type: none"> <li>○ Appropriate CSA approved footwear based on the hazards here applicable</li> </ul>
<ul style="list-style-type: none"> <li>○ Low to medium heel (1/2 to 1-1/2 inches)</li> </ul>		<ul style="list-style-type: none"> <li>○ Low to medium heel (1/2 to 1-1/2 inches)</li> </ul>
<ul style="list-style-type: none"> <li>○ Flexible non-slip shoes</li> </ul>		<ul style="list-style-type: none"> <li>○ Flexible non-slip soles</li> </ul>
<ul style="list-style-type: none"> <li>○ Sturdy construction</li> </ul>		<ul style="list-style-type: none"> <li>○ Sturdy construction</li> </ul>
<ul style="list-style-type: none"> <li>○ Shoes must be maintained and in good repair</li> </ul>		<ul style="list-style-type: none"> <li>○ Shoes must be maintained in good repair</li> </ul>

**Examples of ACCEPTABLE Clothing for the Workplace**

Business casual attire, such as:

- Dress pants, dress Capri or cropped pants, tailored khaki or dark pants made from non-denim materials;
- Shirts, blouses, dress shirts, sweaters, golf or polo shirts with collars, suit and sports jackets;
- Hemlines must be no shorter than mid thigh. The length must be such that one can sit comfortably in public and provide appropriate patient care;
- Blue jeans are acceptable on designated Casual Days only, except in designated work areas as specified by management due to the nature of the work carried out.
- Leggings other than leather/pleather or jeggings are acceptable only when the upper garment meets the hemline criteria of no shorter than mid thigh.

**Examples of UNACCEPTABLE Clothing for the Workplace**

Clothing that is in disrepair, is too tight, or too revealing, such as:

- Low-cut/slung garments, sheer blouses and shirts that reveal undergarments;
- Tank tops, tube tops, halter tops, strapless tops, crop tops, muscle shirts, spaghetti straps;
- Backless, off-the-shoulder or midriff-baring dresses, blouses, or shirts;
- Sagging or excessively loose clothing, hoodies;
- Beachwear, sportswear, sweatpants, yoga pants, sweatshirts, spandex or exercise garments, fleece or flannel, leather/pleather leggings, jeggings, camouflage pants, cargo pants;
- Skirts, skorts, dresses or shorts with hemlines above mid thigh;
- Caps, hats, hoods or bandanas unless worn for medical or religious reasons or for specific duties.

# PPG-01253

Dress Code



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## RELATED MATERIAL

[PPG-00005, Hand Hygiene](#)

[PPG-00046, Photo Identification and Access Cards](#)

[PPG-00029, Routine Practices and Additional Precautions](#)

[PMH2074, Casual Day Fund Consent Form](#)

## DOCUMENT HISTORY

Version	Changes
2018-May-09	New.
2018-Jul-18	Revised. Removed reference to PPG-00815, Routine Practices as it has been archived and added reference to PPG-00029, Routine Practices and Additional Precautions.
2021-Nov-10	Revised Casual Day and Special Occasion section.