

# Pediatric Clinic, LLC

## Dress Code

### Philosophy and Purpose:

It is management's intent that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate "business attire" during normal business operations and "casual business attire" on the occasional jean day Fridays. Pediatric Clinic, LLC reserves the right to continue, extend, revise or revoke this policy at its discretion. Enforcement of this guideline is the responsibility of Pediatric Clinic, LLC management and supervisory personnel.

The key point to sustaining an appropriate business attire program is the use of common sense and good judgment, and applying a dress practice that the Company deems conducive to our business environment. If you question the appropriateness of the attire, it probably isn't appropriate. Requests for advice and assistance in administering or interpreting this guideline should be directed to Summer or Meggie.

Department managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps:

1. If questionable attire is worn in the office, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
3. Repeated policy violations will result in disciplinary action, up to and including termination.

If you present a professional appearance and attitude, people will treat you like a professional. Exceptions to the rules may be made for "game day". Failure for the staff to police itself (and adhere to the guidelines) may result in more restrictive measures. If the focus is on your clothes, then the clothes are probably not appropriate.

Appropriate attire and appearance for office and nursing personnel should follow these general guidelines:

- All clothing should be laundered. Some clothes may need ironing (not while wearing, however, and yes this happened).
- Brush teeth, floss, bathe and use deodorant regularly. Hair and fingernails should be clean and well groomed. (Excessive hair and nail length may prevent you from doing your job safely and/or efficiently.)
- Do not use excessive amounts of jewelry, accessories, perfume or make-up.
- Tattoos and body piercings (other than earrings) should not be visible. This means no nose rings, eyebrows, lips, etc.
- No unnatural hair colors, hair feathers, teeth art, accessories, etc.
- Smokers should take extra measures to eliminate smoking aromas in breath, clothing and hair.
- Brushing teeth, drinking water, and using breath mints can be effective for anyone treating bad breath aromas. THIS IS NOT LIMITED TO SMOKERS.
- No t-shirts with logos or designs. Solid color plain t-shirts as part of a nursing uniform may be acceptable.
- No game or team shirts unless it is designated for that day.
- No sweat pants / sweat suits. However, knit pants are acceptable if part of a nursing outfit, and if they are not too form fitting.
- No faded, torn, or revealing clothing.
- No blue jeans, (white or khaki jeans that are not "skin tight" are acceptable).
- No shorts.
- No short tops that expose mid-drift area.
- No flip-flops or other beach attire. No one wants to see or hear your feet.
- No revealing or suggestive clothing.

- \*\*\*Extra care should be given to choosing an extra layer to keep you warm. Generally, the building will be between 70-74 degrees. Large overcoats and certain casual jackets can look too sloppy for a professional environment. If it looks like you're passing through on a hunting or ski trip, please re-think your choice of jacket. The nursing shops sell lab coats that might be appropriate for you.

#### NURSES AND AIDES

- Professional nursing shoes (white) or plain white tennis shoes (or with minimal colors), they should be polished and neat looking. (You may also wear solid color nursing shoes.) No open toed shoes.
- Nursing scrub pants with matching tops, these should be laundered and also neat looking. Tops should cover mid-drift area.
- Lab coats.

#### OFFICE PERSONNEL

- Appropriate attire for office staff includes **normal** or **professional length** dresses, blouses, sweaters, skirts, and pants.
- Nursing scrub pants with matching tops, these should be laundered and also neat looking.

#### OTHER AREAS OF PERSONAL APPEARANCE

While no policy can totally encompass all areas of dress and appearance, it is our intent to present a professional appearance to the public. So, even if it is not addressed in this policy, it may not comply with our dress code. This would include conspicuous piercings and tattoos, and it would also include any other accessories that draw unnecessary attention to a staff member. For example, adding purple hair extensions would not be considered professional for a physician's office, but for a trendy record store, absolutely. Probably a good rule of thumb is if it's super trendy, it's probably the wrong choice. We respect your personal right of expression, but in as much as you may want to project a certain image on your time, we wish to do the same.

We do not allow visible piercings other than the typical single ear piercing. So, that means no nose rings, facial or visible body piercings.

As for other areas (tattoos, hair color, hair feathers, teeth art, accessories, etc.), the bottom line is that if it is a distraction (or potential distraction), then it is not permitted. With regards to our current tattoos, though some are in a gray area (at best), there are others that are very well concealed. The intention of the policy is to reflect the generally accepted community 'norm' with respect to body art on display in a pediatric physician's office. So, for the moment, we are not asking any of our 'inked' staff to necessarily make any drastic changes, but we would ask that you be mindful of our position on body art.

We reserve the right to further restrict what is acceptable – up to and including covering all tattoos with bandages or clothing. Since it is impossible to predict the potential challenges we might face with respect to body art, we reserve the right to ask you to cover them on a case by case basis. (i.e. an upper arm tattoo of a black widow spider that is concealed by your shirt is much different than one on your face.) Our intent is to protect and promote our business in a professional manner. If you have any questions about our policy regarding tattoos, please see Summer.

There are other areas of modesty that should be observed. Specifically, suggestive or revealing clothing is not appropriate work attire. (i.e. low cut tops and form fitting clothing may reveal more than is acceptable in a professional environment.)

As for our occasional casual Friday or jean day, buttock cleavage has become an issue. This is a minor exposure of the buttocks and the gluteal cleft between them, often because of low-slung or loose trousers. The crena is another formal term for the cleft between the buttocks. Though this may be a popular trend (surely, some are accidental), it will most likely mark the end of jean day if it continues. Suggestions: Mom jeans? A belt? A longer shirt? Test yourself at home to make sure nothing pops out unexpectedly. How does it look sitting in a chair? When you squat or bend over?

#### **Attachment**

Employee acknowledgement (sign and return)

# Pediatric Clinic, LLC

## Dress Code

### ACKNOWLEDGEMENT OF MY RESPONSIBILITIES:

I have read and understand this Dress Code Policy. I also understand that any failure to comply with any term of this Agreement may result in corrective action, up to and including termination of employment, or any other relationship with Pediatric Clinic LLC. By signing below, I understand that I am agreeing to the terms and conditions of this Agreement, and that I agree to be bound by them.

Name (Print)	Title
Signature	Date