

| DRESS CODE | Human Resources HR-ER(III)-040 |
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Overview

Eastern Health is committed to providing a healthy, safe and professional work environment within the context of providing quality health and community services. The professional image presented by Eastern Health representatives significantly contributes to how the organization is regarded by colleagues, patients, clients, residents and the public.

There is a collective and individual responsibility to represent Eastern Health in a positive professional manner to the community we serve. This helps to instill confidence in the services we provide. In addition, uniform, dress, personal appearance, and hygiene forms an integral part of controlling workplace hazards and/or risk associated with the workplace e.g. health and safety and infection prevention and control.

POLICY

All Eastern Health representatives must dress in a manner that portrays a professional image at all times and that is appropriate for their specific work and work environment. Dress must also be in compliance with the legislative framework (e. g. Occupational Health and Safety (OH&S) Act and Regulations), collective agreements, Eastern Health policies, infection prevention and control and other standards and guidelines. In addition:

- Identification of appropriate clothing, uniforms, jewelry, adornments,

footwear, personal hygiene, other apparel and factors will be based on Eastern Health's values, professionalism, and in conjunction with hazards and/or risk assessments from: Occupational Health Safety and Rehabilitation, Quality, or/and Risk.

- Cultural diversity is respected and the wearing of cultural or religious attire is encouraged where operational requirements including but not limited to health, safety, infection control, and quality requirements can be met.
- Programs or departments may have additional dress requirements that are specifically outlined in program or departmental policies but must be in keeping with this policy. Such requirements must be approved by the Vice President (VP) responsible for the program/department in consultation with the VP responsible for Human Resources.

Dress Code:

The following principles must be adhered to for each category listed below:

1. Clothing

- Must be suitable for the work environment and the type of activities performed (e.g. moving and handling materials without restrictions, clinical work environment, security)
- Include identification. Identification badges will be visible and worn in conjunction with the Identification Badge (OPS-SC-040) policy
- Be clean, fit properly (i.e.; pants hemmed), and in good repair (i.e.; not ripped)
- Contribute to a professional image, for example:
 - Images such as logos, cartoons, and advertisements must not take up more than $\frac{1}{4}$ or 25% of the visible front, back side, or sleeve of any one piece of clothing;
 - Dress, skirt, or shorts that fall within two inches above the knee; and
 - Does not include leisurewear and workout clothes such as active wear and sweat suits.
- Should not contain profanity, protests, or images that promote violence, drugs, alcohol, profanities or make inappropriate references to individuals, groups or cultures.
- Cover skin and undergarments appropriately and ensure that postures such as bending and reaching don't compromise coverage. As such, attire such as crop, halter, midriff, tank tops and transparent clothing that exposes areas of the body usually covered by clothing in the workplace must not be worn.

2. Uniforms

Uniforms will only be supplied, or allowances paid, where the request has been approved by the VP responsible for Human Resource. The VP will only approve the request for uniforms or uniform allowances where one or more of the following exists:

- Compliance to collective agreements;

- Compliance to legislation; and
- Minimizing risks within clinical and high risk areas with regard to infection control and good housekeeping (Protective clothing, equipment, and supplies would fall under OH&S practices, policies and procedures).

Eastern Health volunteers may be asked to wear a uniform (e.g. smock) at some sites. This uniform will be provided at no charge to the volunteers by Student and Volunteer Pathways.

In the above situations, where Eastern Health either supplies or pays an allowance for uniforms, they should:

- Be issued in the correct amounts.
- Be worn at all times when on duty and shall not be worn outside the work environment, unless the individual is on official duty (e.g. escort duties, community assignment, etc.)
- Be supplied for pregnant and accommodated individuals as required (i.e.; accessible clothing like Velcro versus buttons or button up versus pull overs).

Program/departmental policies, where applicable, will provide direction on:

- Whether Eastern Health or the employee is responsible for laundering the uniforms. Where Eastern Health launders the uniforms, individuals having a reaction to the uniform materials or laundering processes must report the issue to their Manager and be referred to the Occupational Health Safety and Rehabilitation Department for follow-up.
- The frequency and manner in which uniforms are to be changed in situations where known hazards are present;
- The designated areas (e.g. operating rooms) uniforms must be worn; and
- Where uniforms must not be worn (e.g. in the cafeteria). In these situations, guidance will also be given as to whether the representative must change or simply cover-up beforehand.

Employees who wear uniforms voluntarily are responsible for the purchase, laundering, and maintenance. These employees are not eligible for uniform allowances.

3. Jewelry, Adornments and Other Apparel

- All jewelry, adornments, and other apparel must not violate laws, professional, allow safe freedom of movement within the work environment, meet any infection and prevention control standards, and comply with occupational health and safety requirements. In addition:
 - Neckties, scarves, jewelry (including: necklaces, dangling earrings, bracelets, watches, etc.) or other accessories must be kept to a minimum. Subject to program/department approval, allowable items might include: wedding bands, watches, school rings, medical alert bracelets, studs or small hoop earrings
 - Lanyards must contain a breakaway mechanism
 - Body piercings that do not comply with this policy need to be

- removed or covered in a manner that reduces risks
- Visible tattoos and body art with wording or images that do not comply with this policy or are perceived as offensive (e.g.; racial slurs, profanity, revealing body parts, symbols of death etc.) must be covered
- Wearing cultural/religious symbols is permitted assuming it complies with the above noted criteria

4. Footwear

Footwear must:

- Be appropriate for the job duties, work environment and anticipated emergency response activities that might be required (e.g. support emergency evacuation).
- Be clean, supportive, sturdy, comfortable and protect against workplace hazards including rolled (e.g. wheelchairs, stretchers, carts, and beds) or dropped objects (e.g. tools, equipment, and materials)
- Be supportive and comfortable for jobs that require frequent standing or walking. This includes all clinical or high risk settings.
- At a minimum heel support (i.e. a back or strap) is required in all areas including office environments.
- Provide protection from biological, chemical, or physical risks as applicable
- Contain material suitable to protect the wearer from liquid or corrosive spills and/or punctures (e.g. needles, sharps or glass) within their work or commute areas.
- Provide traction on all floors especially wet slippery areas (e.g. rubberized/non-latex sole with ribbed, dimpled or grooved surface in good condition; no leather soles).

Footwear must never:

- Expose feet to hazards that could cause injury.
- Be beach style footwear (e.g. flip flops)
- Be removed (e.g. bare or socked)
- Be constructed from permeable material where there are risks of exposure to hazardous liquid (e.g. mesh, and canvas).

Managers may approve acceptable footwear for staff in low risk sedentary office-like environments that do not deviate from the criteria noted above.

For further details pertaining to footwear, please see the Guidelines section below or contact the Department of Occupational Health Safety & Rehabilitation or your local Occupational Health and Safety Committee member.

5. Personal Hygiene

Employees and agents will present a clean and neat appearance including:

- *Hair*, including facial and body hair must be clean, tidy and regularly groomed and/or trimmed. Programs or departments may enforce additional requirements and have specific policies for individuals who are:
 - engaged in testing or sampling procedures;
 - involved in food preparation;
 - operating machinery;
 - providing direct clinical and/or community care (e.g.; long hair must be tied back);
 - involved in reprocessing medical reusable devices; and/or
 - required to use a respirator (e.g.; clean shaven).
 - *Hands and nails* must be kept neat and clean as per Hand Hygiene policy IPC-150 and Safe Work Practices and Procedures on hand hygiene and includes keeping nails short, free of artificial nails, extensions, polish, adornments or gels due to infection prevention and control issues when working with patients.
 - Rings and bracelets hinder hand hygiene, and must not be worn during patient contact.
 - Scents will be kept to a minimal and comply with the Scent Safety policy.
6. Exceptions - There may be circumstances where adherence to the dress code may cause difficulties (e.g. extreme hot or cold temperatures, accommodations). Changes that respect the general principles in this policy may be permitted following discussion with Representatives and with the approval of the Department or Program Director and/or Occupational Health and Safety.
7. Losses - If clothing or personal belongings are damaged in the course of duties being performed, it should be reported to the manager and an employee incident-accident report completed (Employee Incident-Accident Reporting Policy HR-OH(O)-080).

In the situations noted above, reasonable replacement costs may be extended with budget approval.

Scope

This policy applies to all Eastern Health employees, physicians, students, volunteers and agents herein referred to as representatives.

Personal protective equipment is not included in this policy.

Fundraising events like casual clothing, PJs, and jeans days are not covered under this policy. However the events themselves should be approved by the Director and direction should be given to staff on appropriate attire that would address safety, infection control, and professional appearance. Identification should still be worn and something to indicate that a fundraising event is taking place.

Purpose

- To ensure that all Eastern Health representatives are clear on the standard of dress expected while conducting work on behalf of Eastern Health.
- To ensure a positive professional image is maintained that instills patient, client and resident confidence while respecting workplace health and safety and infection prevention and control policies.

Procedure

Roles and Responsibilities:

- 1. Vice President responsible for Human Resources in collaboration with all other Vice Presidents will:**
 - Approve all program or department dress code policies that deviate or expand on this policy.
 - Provide other approvals as required by this policy.
- 2. Directors, managers and supervisors, within their area of responsibility, will:**
 - Ensure, all employees and agents are aware of the Dress Code policy.
 - Ensure the policy is implemented, monitored and enforced.
 - Where uniforms are provided by Eastern Health (a) ensure hazards, Collective Agreements, and/or cost are considered before purchasing uniforms, (b) ensure uniforms provided fit their intended purpose and are replaced when required, and (c) ensure there is provision for the laundering of uniforms where required and that a sufficient supply is available.
- 3. Representatives will:**
 - Adhere to a standard of dress and personal appearance that is appropriate to their work group and the work performed.
 - Check with their Supervisor if they are unsure how this policy applies to them.
 - Where uniforms are provided, wear their own clothes when travelling to and from their work place as dictated by departmental practices.
 - Inform their Supervisor if for personal reasons they may need adjustments to the dress code.
- 4. Regional Director- Infection Prevention & Control will provide advice in relation to infection and prevention concerns.**
- 5. Department of Occupational Health & Safety and Rehabilitation will provide advice in relation to disability accommodation, hazard identification and occupational health and safety legislation.**

Supporting Documents *(References, Industry Best Practice, Legislation, etc.)*

- Occupational Health and Safety Act (2013), NL
- Occupational Health and Safety Regulations (2012), NL
- Workplace Health, Safety and Compensation Act (2013), NL
- Human Rights Act (2010), NL
- Western Health. Dress Code policy (2-03-70). June 2011
- The Ottawa Hospital. Dress Code policy (ADM X 310). October 2010
- Royal College of Nursing, Guidance on Uniforms and Work Wear, May 2009
- Sheffield Health and Social Care. Dress Code policy. February 2009
- Labrador – Grenfell Health. Standards of Dress policy (HR-3-20). July 2009
- NHS Borders. Dress Code/Uniform policy, July 2004
- Government of Newfoundland and Labrador's Employee Handbook: Onboarding – Building Employee Engagement; Standard of Dress
- Government of Newfoundland and Labrador's Onboarding – Building Employee Engagement Orientation Checklist
- Government of Newfoundland and Labrador's Managers Guide to Onboarding

Linkages

- 275CS-YTC-960 – Dress Code (Youth Treatment Centre)
- 199-PC-180 – Dress Code (Pastoral Care and Ethics Departmental Manual)
- 415-ADM-DI-160 – Dress Code (DI)
- 260-PO-410 – Dress Code (Infection Control Precautions – Surgical areas)
- 340-ADM-05 – Dress Code / Personal Appearance (Cancer Care Program)
- IPC-150 - Hand Hygiene
- 199-PC-170 – Identification (Pastoral Care and Ethics Departmental Manual)
- OPS-SC-040 - Identification Badges Policy
- Eastern Health's Safe Work Practices and Procedures: Scent Free <http://intranet.easternhealth.ca/EH/DynPage.aspx?PageID=93>
- HR-OH(O)-270 Scent Safety policy
- Eastern Health's Employee Onboarding Manual
- Eastern Health's Volunteering Onboarding Manual

Key Words

Clothing; Apparel; Jewelry; Adornments; Dress; Skirt; Scrubs; Pants; Shirt; Uniform; Dress Code; Hygiene; Footwear; Identification; ID; Badges; Personal Appearance; Wearing; Attire; Undergarments; Lanyards; Piercings; Tattoos; Symbols; Shoes; Boots; Sandals; Sneakers; Hair; Groom; Hand; Nail; Neat; Clean; Tidy; Professional; Scents; Polish; Casual Day; Fundraising; PJs; Jeans; Uniform Committee

Definitions & Acronyms

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| <p>Representatives</p> | <p>Individuals who are employed by the organization and not employed but perform specific tasks at or for the organization, including:</p> <ul style="list-style-type: none"> • Credentialed professional employee with a hospital appointment (e.g. physicians, midwives, dentists) • Students • Volunteers • Contractors or contracted workers who may be members of a third party contract or under direct contract with the organization • Individuals working at the organization but funded through an external source. |
| <p>Professional</p> | <p>Participating for livelihood in an activity or field of endeavor and exhibiting the characteristics of that profession including the technical standards, ethics, image, competence, manners, courteous, conscientious, and general businesslike manner expected of them by their clients, patients, and residence while in the workplace.</p> |
| <p>Uniform</p> | <p>Eastern Health approved clothing that is distinguishable enough to help identify certain groups.</p> <p>Including: black and white scrubs for nurses, coveralls, logoed shirts within Infrastructure Support, paramedic pants and shirts, protective clothing for the purposes of infection control or protection of personal clothing, etc.</p> <p>Excluding: greens, protective clothing to minimize hazards, and personal protective equipment.</p> |