

POLICY NAME	Grooming Standards	Policy #	A-007
PURPOSE	Establish guideline on employee grooming and cleanliness standards		
Additional Authority	N/A		
Scope	All Employees		
Approved By/Date	M. Ewing 3-5-2016	Modified By/Date	

POLICY STATEMENT

It is important that as representatives of MedStar Solutions it is imperative that professionalism is presented at all times and complement the overall image of the company. It is also crucial that the employees attire is appropriate to the operation and working needs of the organization. Because the look of the Medical Team is a vital part of the overall guest experience, it is very important that the established appearance guidelines are followed. Management has the final interpretation of this policy.

PROCEDURE

It is expected that employees will maintain the highest standard of personal cleanliness and grooming. Employees should present a neat, business-like appearance at all time during work hours. This includes showering daily, brushing teeth regularly, and using deodorant or antiperspirant. Cologne, after shave, or perfume is acceptable if applied lightly.

General Grooming - If an employee reports to work improperly dressed or groomed, he/she will be instructed to leave work and change or take other corrective, appropriate action. The employee will not be compensated during such time away from work. Violations of this policy will be cause for disciplinary action up to and including termination.

Hair & Style - Hair should be clean, combed and neatly trimmed and arranged. The length and/or bulk of the hair will not be represented by ragged, unkempt or extreme fashions. Shaggy, dirty unkempt hair not of naturally occurring human coloring is not permissible, regardless of the length or style. Extremes of any hairstyle are not permitted. If your hair is longer than shoulder length, it must be worn up at all times and must comply with all other requirements of this policy. Wearing of wigs or hairpieces shall be prohibited, unless they conform to all conditions of this policy and meet with management's approval.

Uniformed personnel shall wear no adornments in their hair. Plain pins and clips are not considered adornments. Rings or other body piercing jewelry through the nose, eyelid, tongue, or other visible body part, other than the ear lobes, are not acceptable.

Earrings - Earrings must be worn bilaterally (in each ear) and any employee may not wear a total of 3 or more earrings (1 set is permitted-no other types of rings or studs may be worn through any type of body piercing or otherwise while on duty). Earrings must be of the stud type and may not hang at all or loop below the earlobe.

Piercings – Females may wear a maximum of one stud earring per ear; males may not have any visible piercings. This is for the protection of patients and providers

Tattoos – Any tattoo that could be interpreted as “offensive” may not be visible. Offensive is a subjective term and can include religion, politics, crude language or humor, etc. If the tattoo needs to be covered, a red or black long sleeve shirt, worn under the outer uniform shirt, is to be worn.

Facial Hair - Facial hair must be kept clean and trimmed at all times. Sideburns shall not exceed the mid line of the ear and will end in a clean-shaven, horizontal line. Mutton chop sideburns and goatees are to be approved by management. Mustaches are to be maintained and reasonable. The initial period of growing facial hair should occur when the employee is not working. Facial hair must be no less than ¼” in length. Fully-grown mustaches and beards are acceptable for most employees, but not permitted for drivers on a funeral escort.

Footwear - All personnel must keep their footwear polished, zipped and/or tied properly, and in good repair at all times and must wear footwear at all times while on company time (except during an approved shower).

SUNGLASSES - Sunglasses should be neutral in color (black, tortoiseshell, gold, silver) or coordinate, with a conservatively styled frame. Sunglasses should not be worn indoors, in dark areas, or anywhere that might impair the employee’s ability to work. Mirrored sunglasses are not acceptable.

All employees not required to work in uniform are expected to dress in a manner that is normally acceptable in professional business establishments providing service to the public. Extremes of any fashion style or type are not permitted.

Uniforms - All uniforms shall be kept clean, creased, pressed and free from stains, shirt properly tucked in, and worn properly by the employee upon his/her clocking in **and** beginning of shift (start time) and at all other times in which the uniform is worn it shall be worn in the above mentioned fashion.

The employee must understand that uniforms and any organizations markings help establish the image and authority of the company. It is important that uniforms (required or optional) be properly maintained at all times, kept clean and worn only in the performance of approved company duties. Partners should try and wear the same uniform, whenever possible.

In all cases, any manager, director, or President reserve the right to decide what is or is not appropriate appearance and/or attire for each employee. Other modifications may be made by management. If you are in doubt, it most likely will not be permitted; you must ask in ADVANCE to obtain clearance.