

Personnel Policy and Practice Manual

The Personnel Policy Manual was developed to provide a clear set of guidelines for administration of personnel issues.

[HR Home](#) | [Table of Contents](#)

Dress Guidelines Policy

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Policy

In order to assure a safe environment conducive to the delivery of health care services, Kaiser Permanente requires a standard of personal dress, grooming and hygiene appropriate to a health care setting. The appearance of our facilities, staff and physicians can affect the confidence that our members have about the care we provide.

This is intended to set guidelines for appropriate dress throughout the Colorado Region. The examples are not meant to be all-inclusive. Judgment consistent with a business and clinical appearance in the workplace should be used where the guidelines are not specific. Senior leadership may issue more stringent guidelines, to assure a safe, neat, clean, and business appropriate environment.

Practice

General To All Employees

- A. Company issued ID badge, including name and job title must be worn, and clearly visible at all times.
- B. Dress shoes, casual shoes or boots should look professional and be in good repair. Canvas shoes/tennis shoes may be worn if clean and in good repair. Closed or hard shoes may be required in certain areas for safety reasons. Beach or shower shoes are not considered appropriate attire.
- C. The following clothing is NOT ACCEPTABLE: spandex, bare feet: pants or skirts worn below the waistline, sexually provocative clothing, hats, clothing with profanity, nude or semi-nude pictures, sexually suggestive clothing, or drawstrings and the observable lack of undergarments and exposed undergarments: jewelry requiring body piercing (exception: earrings).
- D. Business Casual apparel is to be worn in the work setting. Business casual does not mean sloppy. Clothing should be clean, pressed or wrinkle-free and

without holes or frayed areas. Some examples of appropriate and inappropriate dress include:

Appropriate Business Casual

- A. Slacks (including dress corduroy slacks) and when appropriate colored jeans. (blue denim JEANS are only allowed on Fridays).
- B. Hose or nylons are required with the following: split skirts, dresses and skirts that are within two inches above the kneecap. Mini skirts or skirts that are more than two inches above the kneecap are not appropriate business attire.
- C. Business skirts/vests/suits/dresses/jumpers, including denim.
- D. Appropriate business blouses or collared dress shirts.
- E. Sleeveless garments may be worn with or without a jacket.
- F. Undergarments.

Inappropriate Business Casual

- A. Tight fitting pants including stirrups, knits, etc. (Loose stirrups or knit pants may be worn with a tunic type top, which covers the bottom).
- B. Denim blue jeans, except on Friday.
- C. Sweat shirts, sweat pants, sport or exercise attire, and shirts with writing or pictures inappropriate to healthcare. However, the Kaiser Permanente logo on attire is acceptable.
- D. Faddish styles.
- E. Low-cut, off the shoulder, halter type, tank or tube-type blouses/tops. (Tank tops can be worn if covered by a blouse or jacket.)
- F. Spaghetti straps or sundresses

Uniforms

The wearing of uniforms, scrubs, lab coats, uniform jackets, etc., is facility-or regional department-specific; employees are expected to adhere to any facility/department uniform guideline regarding such.

Where required, uniforms will be supplied and maintained by the employee, with the exception of the following:

- A. Health care provider's coats.
- B. White wrap-around smocks will be provided and maintained by the Employer in areas customarily requiring extra protection (e.g., Surgery, Trauma, Laboratory, etc.)
- C. Suitable uniforms will be provided and maintained by the Employer for maintenance engineering personnel.

Themed Events

"Dress down" days can occur periodically, as long as they are tied to a themed event which is very apparent to internal and external customers. Themed events can include Halloween, Rockies Day, a theme centered on diversity of an ethnic nature, etc. Jeans may be appropriate for themed event days or days that a department is moving to another location or facility.

Accessories

- A. Perfume or scented after shave or lotion should be kept at a minimum.
- B. Chewing gum is not permissible when interacting with members.
- C. Any accessory worn by males or females should blend into the overall business or clinic setting. i.e., excessive jewelry, dangling earrings, large rings, or items that could become a hazard or get in the way of patient care.

Central Support and IT Personnel

Due to the nature of the work in the Central Support Facility, the following exceptions apply to this work area:

- A. Conservatively styled T-shirts with sleeves made of non-transparent material. Shirts may not have writing or pictures inappropriate to health care setting.
- B. Blue jeans provided they are free from tatters, holes, patches, etc.

Personal Grooming and Hygiene

Employees are expected to maintain clean hair, clothes as well as a pleasant body presence and neat appearance at all times. Hairstyles are expected to be conducive to a business environment.

Earrings must be also conducive to a business environment. Facial piercing/jewelry is not allowed while working in patient care areas or with members.

Reasonable attempts should be made to cover tattoos/body art while working with patients and members.