



Dress Code and Personal Appearance

Approved ??/??/2017

I. Policy

UT Health Austin provides guidelines for staff's personal appearance, including dress, grooming and cleanliness. This policy applies to all employees, providers, independent contractors, students, residents and volunteers.

II. General

Every staff member affects the overall image of the UT Health Austin enterprise. Staff are required to present with a clean and neat appearance and dress according to the requirements of their position.

If a staff member reports to work improperly dressed or groomed, they may be sent home without pay to make any required adjustments.

Leadership will utilize the disciplinary action process to address staff who violate this policy. Continued violations may result in further progressive disciplinary action up to and including termination.

III. Overall Dress and Appearance Standards

- A. Clothing must be professional in appearance, clean, neatly pressed, in good repair and the appropriate size. Appropriate undergarments should be worn at all times. Footwear should be clean, in good repair, appropriate in height so as not to present a risk of injury, and shoelaces tied. Makeup and nail polish should be professional and appropriate to the work place. No hats or head covering of any kind unless consistent with ethnic or faith based customs.
- B. The following is considered unacceptable: Soiled, wrinkled, torn, or clothing too loose or too tight, athletic clothing, shorts, beach shoes, and hoodies are examples. Excessive makeup or extreme nail polish color/decoration is not permitted. This list is not intended to be all-inclusive.

Jewelry

- A. Jewelry that is complementary to the clothing may be worn. Two or less earrings per ear, and clear retainers may be worn to replace visible body piercings.
- B. Dangling earrings, necklaces, or excessive jewelry that may present as a safety risk may not be worn. Visible body piercing other than the ears (two piercings or less per ear), and nose (one small stud) is not allowed. No ear gages greater than one-quarter inch in diameter is accepted.

IV. Hygiene



- A. Daily bathing and oral hygiene is expected. Hair must be clean, neat, and secured in a manner to avoid contact with patients. Facial hair must be neatly trimmed and not interfere with masks or other medical fitted equipment necessary to complete one's job. Fingernails should be clean, groomed and maintained at a moderate length, usually ¼-inch from fingertips (see Hand Hygiene Policy).
- B. Offensive body and mouth odors, excessive perfume or colognes are not allowed due to patient and co-worker sensitivities.

V. Name Badges

- A. Identification badges are to be worn above the waist with the employee photo facing forward at all times. Replacement badges will be issued at the employee's expense. Any badge not sanctioned by UT Health Austin is not permitted.
- B. Identification Badges should not be loaned to other people. Additionally, employees should not allow people without proper identification access to restricted areas of UT Health Austin.

VI. Clinic Dress and Appearance Standards

In addition to the above dress and appearance expectations:

- A. When in clinic, clinicians such as Medical Assistants and Registered Nurses must wear designated scrubs. Advance practice mid-level providers and up (Master's prepared PT/Social Worker, Registered Dietitian, APN, PA, MD, DO, etc.) may wear scrubs or professional attire with a white, full-length lab coat.
- B. Footwear in the clinic area should be closed toe and secure to the foot.
- C. Extreme body art and tattoos should be hidden from view.
- D. Concierge staff will wear designated color specific shirts with khaki pants.
- E. Access and Outcomes center staff will wear business casual attire.

VII. Roles

- A. The Role of the staff member is to inform the director/manager of any issues that might conflict with the Dress Code and Personal Appearance Policy.
- B. The role of the director/manager is to review the Dress Code and Personal Appearance policy with staff to assure all staff fully understand the policy and address any questions or concerns. The director/manager is to apply the standards consistently and fairly in judging what is or is not appropriate dress and appearance while adhering to the policy.
- C. The role of Human Resources is to consult with director/manager on appropriate staff dress and appearance standards and to assist them with issues related to this policy.