

## ***DRESS AND APPEARANCE***

Agency personnel will be expected to project a professional image while on duty. Supervisory personnel have the immediate authority and responsibility for ensuring the appropriate dress and appearance of their personnel. The employee is expected to exercise good judgment in choosing appropriate apparel for work and will exercise care in grooming, personal hygiene and cleanliness.

### **All Personnel:**

- Are required wear official name tags while on duty.
- Hair must be neatly groomed with no extreme dyeing, bleaching or tinting allowed.
- Fingernails should be kept clean and neat. Female employees may wear unobtrusive polish.
- Sunglasses are not permitted during patient care or communication with others.
- Simple jewelry is permitted.
- Visible body piercing/rings/tattoos are not permitted.
- Male employees must keep sideburns, mustaches and beards neat and well trimmed.
- Make-up may be worn to create a fresh, natural appearance.

### **Clinical Personnel:**

- Hair must be secured so that it does not fall into the face while providing directed patient care.
- Wear scrubs with or without a lab jacket.
- When on-call, wear scrubs for all *scheduled* visits.
- For on-call emergency visits wear street clothes that are clean, neat and professional with lab jacket and name tag.
- Cologne should not be offensive to patients/clients.
- Wear shoes with closed toes.

### **Non-Clinical Office Personnel:**

- Wear street clothes or scrubs that are neat, clean and professional.
- Dresses should be no shorter than 2 inches above the middle of the knee.
- Blue jeans, shorts, Tee shirts, halter tops, tube tops, and casual sportswear are not allowed.