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| COREvecLOGO | **Section:**  Human Resources | Effective Date: 05/31/2017 |
| **Title:**  Dress and Grooming Standards | **Previous Versions Dated: xxx** |
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| **Review/Approval Date: 05/31/23017** |

**PURPOSE**

The Company considers the presentation of the Company image to its patients, suppliers, and the public at large to be extremely important. Since CORE provides a service, and excellent service can only be provided through its employees, the Company not only seeks good performance and conduct from its employees, but also expects them to observe high standards in their personal presentation. Accordingly, while the Corporate Office has a business dress code, it expects all employees to dress in a manner consistent with good hygiene, safety, and good taste. Employees whose jobs require them to come in contact with patients, clients, or the public are expected to wear scrubs/CORE Logoed Attire at all times as the Company considers appropriate for dealing with the public.

**POLICY**

The company is committed to adhering to dress and grooming criteria that are consistent with the safety and hygiene standards necessary for a health care organization. Nothing in this dress code is intended or should be construed to violate, restrict or discriminate against any employee's sex, gender, gender identity or gender expression.  If any employee believes that their protected rights based upon sex, gender, gender identity and or gender expression are being restricted or violated in some manner by the dress code, please contact your manager or Human Resources so that these concerns can be addressed.

1. **General Attire and Image**
   1. Employees are expected to maintain good personal hygiene and to dress in neat, clean and appropriately fitted clothing while on the job. Clothing must be in good repair.
   2. Each employee is responsible for providing his/her own clothing.
   3. Fingernails must be kept well-groomed and not more than ¼ inch in length. Natural nail polish is appropriate, but dark black color will not be allowed.
   4. Hair styles must be neat, clean, and well-kept. Facial hair must be clean and neatly trimmed. Long hair must be worn secured (i.e. ponytail, clip, etc.) so as not to cause a safety or sanitary hazard.
   5. Foot attire must provide safe, secure footing and offer reasonable protection from hazards faced by the employee. Athletic shoes or other closed toe shoes may be worn with uniforms or other appropriate clothing. Flip flops are not acceptable in any clinic.
   6. Clothing designed specifically for sporting activities (sweats, shorts, wind suits, etc.), sleepwear, evening or leisure wear (miniskirts, low-cut tops, halter or tank tops, midriff-baring and see-through items, etc.) are not permitted.
   7. Excessive jewelry is not permitted (dangling or heavy chains, long earrings, noisy bracelets, large rings, or keys on ropes or chains).
   8. Tattoos and piercings (other than ear piercings - 2 per lobe) should be covered at all times. No facial piercings will be worn at any time during work hours. This includes tongue piercing.
   9. Each supervisor is responsible for communicating and applying this policy. This policy defines minimum requirements for all departments.
   10. If an employee's appearance is considered inappropriate by his/her supervisor, according to this policy or the work-area dress code (as specified below), he/she may be required to clock-out to leave work and return properly attired and/or groomed
2. **Specific Work Areas**
   1. Supervisors are authorized to determine more specific requirements according to the needs of the work area including, but not limited to, infection control and safety purposes.
   2. Work-area dress codes must comply with this policy, and be approved by the Managing Partners.
   3. Administrative staff is expected to dress in business casual to business attire appropriate for purposes consistent with current Company business.
   4. All Medical staff is expected to dress in their Company issued scrubs.
   5. All Front Desk staff is expected to dress in their Company issued scrubs unless otherwise stated by manager.

# Piercings and Tattoo Policy

CORE expects all employees to exercise appropriate judgment with regard to personal appearance, dress and grooming to be most effective in the performance of their workplace duties. The company recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance, specifically with regard to piercings or tattoos worn as a matter of personal choice.

In keeping with this approach, CORE allows reasonable self-expression through personal appearance, unless a) it conflicts with an employee’s ability to perform his or her position effectively or with his or her specific work environment, or b) it is regarded as offensive or harassing toward co-workers or others with whom CORE conducts business and has contact with employees.

**Procedures**

CORE permits employees to wear jewelry in form of piercings or to display tattoos at the workplace within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the employee’s job or work environment include:

1. Personal safety of self or others, or damage to company property.
2. Productivity or performance expectations.
3. Offensiveness to co-workers, customers, patients, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
4. Corporate or societal norms.
5. Customer/Client complaints.

If management determines an employee’s piercings or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, body piercings, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict.

An environment of mutual cooperation, respect, and fair and consistent treatment for all employees is the company’s goal. Nonetheless, the company is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, supervisors and managers will be responsible for explaining the policy and answering employee questions. If an agreeable solution cannot be reached at that stage, the human resource manager will follow company procedures to resolve the issue.