

Dress Code

Highlights	Policy Statement
	<p>All employees must dress and groom in a manner that is appropriate to their working conditions. (Note: Significant departures from conventional dress or personal grooming will not be permitted.)</p> <p>Policy Interpretation and Implementation</p>
Cleanliness and Personal Appearance	1. Cleanliness and personal appearance are important. They are the first things that residents, visitors, and co-workers observe.
Bathing	2. Employees should bathe daily. Body odors are offensive to the resident and co-workers. Department directors and supervisors experiencing such problems with an employee should discuss these matters privately with the employee. Continued problems may result in disciplinary actions.
Name Tags	3. Name tags are to be worn and visible at all times. Regent Park will provide employees with ONE name tag, make changes (i.e. name change, position change), and will replace damaged name tags at no cost. Replacement of lost or additional name tags is the responsibility of the employee and available at a reasonable cost.
Tattoos	4. Visible tattoos that are larger than a quarter are not permitted and must be covered. Any facial tattoos must be covered.
Hair	5. An employee's hair should be kept clean and arranged neatly so as not to interfere with the employees assigned duties. Hair colors such as pink, blue, green and purple will be considered significant departures from conventional grooming and will not be permitted. Bandanas are prohibited.
Facial Hair	6. If an employee wears a beard or mustache, the beard or mustache must be kept neat and well groomed. Facial Hair should not exceed ¼ inch in length.
Hair Net	7. Depending on duty assignment or work area, an employee with long hair may be required to wear a hair net.
Finger Nails	8. Fingernails should be neatly groomed and not exceed ¼ inch in length.
Clothing	9. All employees will be required to dress neatly, to wear clean uniforms and to wear neatly pressed and properly fitted clothing.
Shoes (NON-SKID)	10. Any employee with hands on/direct patient care duties must wear closed toe shoes.
Earbuds/Headphones	11. Earbuds and headphones are prohibited.
Work Area Attire	12. All employees must be in uniform or complying with the dress code in the work area (anywhere outside of the break room).
Uniforms	13. Administrative employees are required to wear business professional attire and dress shoes. Leggings are permitted if the shirt/dress covers the body to the thigh. Jeans are permitted for the Environmental Services Director only, all other administrative staff are prohibited from wearing jeans (except for Jeans Days – listed below). Administrative staff are also allowed to wear black scrubs with a Regent Park Apparel top and tennis shoes. Admin Staff may wear any Regent Park Apparel jacket/top.
<u>RN/LPN – NAVY</u> <u>CNA - MAROON</u> <u>Therapy - BLACK</u> <u>Dining Services:</u> Black pants White/Black Shirt <u>Environmental Services:</u> Black pants Eggplant Scrub Top	<p>Nurse Managers are required to dress as an LPN/RN (listed below) or Administrative staff. Nurse Managers may wear any Regent Park Apparel jacket/top.</p> <p>Dining Services employees are required to wear black pants/slacks or scrub bottoms, provided uniform shirts and black closed toe non-skid shoes. Uniform shirt is either a chef's coat or white button-up shirt. Jeans, leggings and yoga pants are not permitted. Uniform shirts must be clean and tucked in. If desired, a solid white or black t-shirt can be worn under the uniform shirt. Dining Services employees are permitted to wear a</p>

cook cap or hair net. Bandanas and other hats are not permitted. Regent Park logo jackets or solid black jackets are permitted.

Environmental Services employees are required to wear khaki or black pants/slacks/scrub bottoms, eggplant color scrub tops, and closed toe tennis or non-skid shoes. Jeans, leggings and yoga pants are not permitted (except for Jeans Days – listed below). No capris permitted. Regent Park logo jackets or solid black jackets are permitted.

Certified Nurse Aides/Restorative Aides/Certified Medication Aides are required to wear maroon/wine color scrub tops and bottoms and closed toe tennis or non-skid shoes. Certified Nurse Aides can wear a solid color long sleeve shirt under scrubs. Pagers must be carried at all times and are considered a part of your uniform (CNA's only, not Restorative Aides unless working the floor). Regent Park logo jackets or solid black or maroon jackets are permitted.

Licensed Practical Nurses and Registered Nurses are required to wear navy color scrub tops and bottoms and closed toe tennis or non-skid shoes. Nurses can wear a solid color long sleeve shirt under scrubs. Pagers and cordless phones are considered a part of your uniform and must be carried at all times. Regent Park logo jackets or solid black or navy jackets are permitted.

Therapy staff are required to wear black scrub tops and bottoms or business professional/administrative attire. Staff must be in full scrubs or full business professional/administrative attire. Regent Park logo jackets or solid black jackets are permitted.

Jewelry

14. Dining Services, Nursing and Environmental Department staff should wear minimal jewelry to avoid interference with job duties, watches and wedding rings are acceptable.

Pierced jewelry is limited to no more than two (2) (standard-not gaged) earrings in the lower lobe of each ear. Any facial piercings must have be clear studs or must be covered. No other pierced jewelry is permitted. Any gages in the ear lobes must be clear.

Consequences of
Reporting to Work
Improperly Dressed/
Groomed

15. Should an employee report to work improperly dressed or groomed, his/her supervisor must instruct the employee to return home to change clothing. Employees will not be permitted to work when they are improperly dressed, nor will employees be compensated for the time they are away from work as a result of clothing change.

Jeans Day

16. Regent Park has designated Jeans Days and Scrub Choice Days on pay days and the Saturday following pay day. Regent Park Apparel or proper color of scrub top must be worn with jeans. Scrub Choice means any color or appropriate pattern of scrubs can be worn.