

Tohono O’odham Nation Health Care Policy Dress Code

I. PURPOSE:

To establish a dress code appearance policy for the Tohono O’odham Nation Health Care (T.O.N.H.C.) employees who work in locations where clinical care is provided and for the necessity of safety in non-clinical locations. This policy outlines the minimum acceptable standard for dress and appearance with the main focus being on professionalism and respectability as health care providers and administrators of the Indian Health Service.

Departments may adopt department specific dress codes more stringent than the minimum standards, particularly those that utilize “Uniform Allowance” or have Commission Core Officers. Direct caregivers (those staff members that provide hands-on patient care at any time) staff may have additional organization-specific policies related to the use of scrub attire. Those policies do not supersede this policy. Before adopting such standards, departments must consult with the Southwest Region Human Resources office.

Employees affiliated with the T.O.N.H.C. are representatives of the organization and are responsible for creating a positive experience for our patients, families, visitors, clinical staff, and fellow workers. The described standards of dress and appearance are defined to provide consistent and acceptable presentation, both internal and external.

II. POLICY:

Employees of the T.O.N.H.C. shall wear appropriate attire relative to their work stations and/or working conditions. The following guidelines provide information about specific items of clothing and aspects of appearance, which are acceptable or unacceptable, with the ultimate consideration being whether a professional appearance is maintained. *Therefore, an employee may violate this policy by not exhibiting a professional appearance, even though s/he is wearing acceptable items of dress.*

A. Identification Badges: All employees must wear their identification badges while on official duty. Identification Badges must be clearly visible and properly displayed at chest high level while on duty (not around the waist). Security Officers may require proof of identification after normal working hours, before access into T.O.N.H.C. buildings is permitted.

B. Appearance:

- Hair should be clean, combed and professional in appearance. Long-hair must be controlled to prevent contact with the patient, equipment or supplies.
- Beards and mustaches control will be coordinated by individual departments, to make certain they do not effect or interfere with job performance and safety. *Refer to T.O.N.H.C. Infection Control Administrative policy.*
- Cologne, perfume and make-up and specific jewelry may be worn sparingly, unless precluded by department policy, working conditions, or directives. Employees must use discretion in the use of fragrance to prevent an environment that may cause allergic reactions and/or be uncomfortable to patients and/or workers.

Tohono O'odham Nation Health Care Policy Dress Code

- Other than pierced ears, employees that are direct caregivers may not have visible or detectable jewelry in other pierced body parts (e.g., tongue, nose, gauged ears, lips, eyebrows, etc.). *Refer to T.O.N.H.C. IC policy.*
 - Tattoos with offensive slogans, graphics, sayings, wording or can be considered offensive, should be covered (e.g., long sleeve shirt, gloves, etc.).
- C. Cleanliness: Neat and clean dress demonstrates pride in the job and is courtesy to those around you. Attention to hygiene while working is necessary.
- Each individual employee is responsible for maintaining personal hygiene needs and cleanliness.
 - Proper hand washing techniques are important for personal safety and control of infection.
 - Nails should be neatly trimmed and clean. Employees that are direct caregivers are not permitted to wear artificial or long nails. *Refer to T.O.N.H.C. IC policy.*
- D. Clothing: Employees must exercise good judgment in choosing appropriate apparel for work. Dress should be appropriate for departmental working conditions, clean and neat in appearance and fit properly. Blue jeans may be worn if positions require it. Footwear should be safe, comfortable and quiet. Compliance with these guidelines is expected at all times, including situations where personal attire may be covered by a clinical jacket, laboratory or workshop coat, kitchen apron, etc.
- The following clothing types would not be appropriate:
 - Revealing or excessively tight clothing, such as tube, halter or bare midriffs. Clothing that does not cover the shoulders, back or stomach while standing or sitting.
 - Sheer, spandex, stretch pants or any form fitting leggings.
 - Exercise cloths (sweatshirts, sweatpants, jogging suits, etc.)
 - Low cut/slung garments to include pants worn below hip level “sagging”.
 - Clothing which is torn, faded, stained, frayed, tattered, soiled clothing or gives an unkempt appearance.
 - Any jean or jean-styled pant, cargo-style or cropped denim pants (denim jeans, blue jeans, white jeans, color fashion jeans, etc.). Exception: Facilities and Maintenance workers are permitted to wear denim pants in accordance with trade practice.
 - Flip-flop shoes
 - T-shirts or clothing with large designs or with slogans, graphics, sayings, offensive wording, inappropriate sayings or pictures that can be considered offensive.
 - Appropriate dress include:
 - Suits, sports coats/blazers, dress and casual dress pants (i.e., Dockers, khakis, etc.)
 - Dress capris or cropped pants
 - Skirts and casual dresses
 - Dress shirts/blouses and collared sport shirts
 - Sweaters/vests
 - Shoes should be clean and in good repair. Direct Caregivers should wear closed-toed, noise resistant sole and heel shoes with hosiery or socks at all times. Non-direct caregivers are permitted to wear open-toed shoes as long as they look professional and do not compromise workplace safety requirements. Hosiery and socks for non-care givers are not required as long as professional appearance is maintained aforementioned.

Tohono O'odham Nation Health Care Policy Dress Code

- E. Dress Codes for Specific Occupations: All staffs are advised that some occupational disciplines may also require specific dress codes that must be adhered to. These disciplines may include, but are not limited to, Nursing, Medical Records, Laboratory, Dental, and Maintenance. Commissioned Officers must comply with uniform standard requirements.

- F. Uniform Allowance: Employees receiving uniform allowance must comply with uniform requirements and standards specific to their respective departments.

- G. Safety: Personal Protective Equipment (PPE) is available at all clinics and the Sells Hospital, for appropriate use. *Refer to the T.O.N.H.C. IC policy.* In addition to PPE, specified individual departments may require the following:
 - Protective shoes with reinforced toes
 - Non-conductive shoes
 - Closed-toe shoes (All direct caregivers)

- H. Special Considerations: There may be exceptions to type of dress during special functions and events such as observation of Hospital Week, Native American Day, Employee Association activities, etc. Theme dress days will be permitted on a reasonable basis with approval from the respective department director. Sites observing these days shall continue to follow the guidelines of this policy (i.e., no blue jeans, ID badge worn) to ensure a professional environment is maintained.

- I. Enforcement: Managers and supervisors should address this policy in pre-hire interviews, job descriptions, during annual performance appraisals, and on an on-going basis as needed. Managers and supervisors are responsible for employee orientation and enforcement of this policy. Non-compliance with this policy may result in counseling or subject to disciplinary action according to appropriate policies and bargaining agreements.

Requests for exceptions for medical (e.g. foot surgery requiring a special shoe), religious reasons or other reasons must be reviewed with the manager and any deviation from the policy, not already identified in this policy, must have a manager approval.

III. ***EFFECTIVE DATE: 03/2000***

IV. ***Revised/Updated: 07/2011, 07/2016***