



Trinity Health Human Resources Ministry-Wide Policy No. 1001

EFFECTIVE DATE: March 31, 2022

POLICY TITLE:

Dress and Appearance Policy

*To be reviewed every three years by:
Executive Leadership Team*

REVIEW BY: April 1, 2025

PURPOSE

The purpose of this Policy is for Trinity Health Corporation and its Health Ministries and Subsidiaries (collectively referred to as “Trinity Health”) to ensure that all Employee appropriately represent the organization to the public and to the people to whom Trinity Health provide services. Appropriate dress and appearance ensures that Employees look professional and present a positive image of the organization to patients, visitors and the public. All Employees are expected to contribute to a positive and safe environment by maintaining appropriate dress, hygiene, and neatness of appearance.

Trinity Health is committed to administering this Policy in accordance with its Mission, Core Values and commitment to Diversity, Equity and Inclusion.

POLICY

A. General Dress Guidelines:

- Clothes must be clean, neatly pressed and have no holes, stains, or frays.
- Clothing must fit properly (not too tight, too loose or revealing). Clothing that exposes cleavage or midriff is not appropriate. Undergarments should be discreet and not readily visible through clothing or above the waistband. Sheer fabrics should be worn with an appropriate undergarment (i.e., camisole or undershirt).
- Buttons, pins, ribbons, stickers, or any items which are not part of an authorized uniform or which alter the professional image that each Health Ministry desires to portray are not permitted. No other logos, outside of Health Ministry approved messaging or writing, may be displayed on any clothing item, mask, or lanyard.
- Employees’ footwear must provide safe, secure footing and offer reasonable protection. In accordance with infection control and safety standards, Employees who work in patient, resident or client care areas must wear closed toe shoes.

- Hats or caps are not permitted unless they are part of an authorized uniform, worn for protection while working in inclement or hot weather, medically necessary, or for religious reasons.
- A “special dress day” which would allow exceptions to the standard policy may be occasionally promoted. Examples may include: Health Ministry sponsored events, jeans days, etc.
- The Health Ministry will reasonably accommodate exceptions to this Policy if required due to an Employee’s religious beliefs or disability. Employees who need such accommodation should contact their supervisor or Human Resources.

B. Identification Badges:

- Identification badge must be worn using a Health Ministry logo or non-logo attached clip, approved retractable badge holder or approved breakaway lanyard.
- Identification badge must always be clearly visible and worn with the name and picture facing forward, visible and attached to the lanyard, collar, or pocket, and above the waist.
- Keys, key cards, the emergency code reference card, pin cards, and a job specific identifier badge may be attached to the badge holder so that they fall behind the badge and do not obstruct the frontal view. No other attachments to the badge or lanyard are permitted.
- Under no circumstances should an Employee permit others to use their identification badge.
- If the identification badge is lost, Security must be notified immediately.

C. Personal Hygiene and Grooming Guidelines:

- Employees must practice appropriate personal hygiene (including oral hygiene) and be free of offensive odor (including the smell of tobacco).
- Fingernails will be clean and well groomed. Artificial nails and overlays are not permitted on Employees who work in patient care areas. Employees who participate in direct patient care or are in contact with the patient’s environment will not wear artificial nails (including, but not limited to, acrylics, overlays, wraps, tips, gels, or bonding).
- Hairstyles may not obstruct vision or limit eye contact.
- Hairnets, including for beards, will be required in certain departments.
- As a safety precaution and for infection control purposes, Employees providing direct patient care with hair exceeding shoulder length or longer should have hair pulled back or restrained.
- Nothing in this Policy is intended to prevent Employees from wearing a hair or facial hair style that is consistent with their cultural, ethnic, or racial heritage or identity, except for safety reasons that cannot be reasonably accommodated.
- Employees must be professional in their use of jewelry/accessories, including amount, size, and styles. Visible body piercings must be small and minimal during the work shift.

- Wearing of jewelry may be limited for safety reasons dependent on the work area and functions performed.
- As a safety precaution, Employees providing direct patient care may not wear long necklaces, dangling earrings, scarves or ties.
- Any tattoos that may be offensive to others must always be covered, including but not limited to those that contain pictures/symbols/words of a sexual nature, gang affiliations, violence, profanity, or derogatory words/images.
- All cosmetic products, including make-up and lotions must be fragrance free. Make-up must be applied conservatively and in a manner that does not detract from the professionalism of the Employee's appearance. Perfume, cologne or aftershave, may not be used by direct care providers, or if such use causes adverse physiological symptoms for others in the work environment.

D. Business Attire:

- For Employees whose positions do not require a uniform as detailed in this Policy, the Employee must wear appropriate business attire, whether on site or engaged in remote work. Below is a general overview of appropriate and inappropriate business attire. While the lists are not all-inclusive, they are intended to provide general parameters for professional business attire. Off-site meetings, conferences, etc., require use of good judgement and discretion when making decisions about appropriate attire.
- Examples of appropriate attire: business suit, sports jacket or blazer, dress slacks, dress capris, collared shirt, sweater, dress, skirt, blouse, and Health Ministry approved logo wear.
- Examples of inappropriate attire:
 - Shirts: tank tops, spaghetti straps, halter tops, crop tops, logo T-shirts and sweatshirts.
 - Pants: sweatpants, leggings/stirrup pants (unless accompanied by a dress/skirt or long tunic style top/sweater), overalls, blue jeans, shorts, skorts, sheer or spandex pants, and leather pants.
 - Dresses and Skirts: spaghetti strap dresses (unless accompanied by a jacket or sweater), skirts or dresses shorter than two inches above the knee, and capri/crop pants whose length ends above mid-calf.
 - Underclothing: Appropriate underclothing is required. Patterned and colored underclothing is not permitted when visible through clothing.
 - Shoes: slippers, flip flops, thong sandals, moccasins, or bare feet.

E. Uniforms:

- Employees in patient care areas and service positions as identified below must always wear a uniform while working as outlined in the attached addendum. (Health Ministry may attach a description of approved uniform colors and other specific requirements)

F. Enforcement of Policy:

- If an Employee's dress or appearance is not appropriate as outlined in this Policy, appropriate corrective action may be taken, including requiring the Employee to leave the work area and make necessary changes to comply with this Policy. Non-exempt Employees sent home due to inappropriate dress or appearance will not be paid for their time away from work.
- Leaders are responsible for the application and enforcement of this Policy within their respective departments as well as across the organization. Human Resources are responsible for interpretation and application of this Policy.

SCOPE/APPLICABILITY

This Policy is intended to be a system-wide policy that applies to all Employees of Trinity Health, its Health Ministries and Subsidiaries, subject to any modifications necessary to comply with applicable state and local laws and regulations, collective bargaining agreements, written employment agreements, accreditation requirements or otherwise and that are approved by the Trinity Health EVP, Chief Human Resources Officer or an appropriate designee, in consultation with the Trinity Health Legal Department as necessary. For purposes of this Policy, the Trinity Health SVP, System Office Chief Human Resources Officer is an authorized designee to approve such modifications.

DEFINITIONS

Employee means an employee of Trinity Health or one of its Health Ministries or Subsidiaries, whether that individual's status is permanent or temporary, contingent, part- or full-time. Trinity Health often uses the term "colleague" to refer to its Employees. In HR policies, "Employee" is used instead of "colleague" to be clear that HR policies apply to individuals in an employment relationship with Trinity Health or one of its Health Ministries or Subsidiaries. The form of the Policy does not change an Employee's Primary Employer, defined as the payroll company of record, and does not create a joint employment relationship with any entity.

Health Ministry (sometimes referred to as Ministry) means a first tier (direct) subsidiary, affiliate, or operating division of Trinity Health that maintains a governing body that has day-to-day management oversight of a designated portion of Trinity Health System operations. A Health Ministry may be based on a geographic market or dedication to a service line or business. Health Ministries include Mission Health Ministries, National Health Ministries, and Regional Health Ministries.

Policy means a statement of high-level direction on matters of importance to Trinity Health, its Health Ministries and Subsidiaries or a statement that further interprets Trinity Health's, its Health Ministries' and Subsidiaries' governing documents. Policies may be either stand alone, Systemwide or Mirror Policies designated by the approving body.

Primary Employer means the entity for which the Employee provides more than 50% of services and is the payroll company of record.

Procedure means a document designed to implement a Policy or a description of specific required actions or processes.

Standards or Guidelines mean additional guidance which assists an Employee in understanding the employer's rule, policies and/or procedures, including those developed by accreditation or professional organizations.

Subsidiary means a legal entity in which a Trinity Health Ministry is the sole corporate member or sole shareholder.

RESPONSIBLE DEPARTMENT

Further guidance concerning this Policy may be obtained from the Colleague and Labor Relations Center of Expertise.

APPROVALS

Initial Approval: August 18, 2021