



TITLE: Personal Appearance	POLICY NO: 10-803
PROPONENT: Heather Rogers, Executive Director of Human Resources	DEPARTMENT: Administration
INTERIM APPROVAL:	DIVISION/PROGRAM: Human Resources
EXECUTIVE OR HEALTH BOARD CHAIR: Victor Joseph, Chief/Chairman	EFFECTIVE DATE: 12/1/11

1 **PURPOSE**

It is the policy of Tanana Chiefs Conference (TCC) that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

2 **SCOPE**

This policy applies to all Departments, Divisions, Programs, employees, volunteers and contractors of TCC.

3 **DEFINITIONS**

- 3.1 Staff Members: Refers to employees, volunteers, students, and contracted staff members.
- 3.2 Personal Hygiene: Refers to cleanliness, including but not limited to, bathing/showering, shaving, combing of hair, and trimming/cleaning of fingernails.
- 3.3 Medical Clogs: Are clogs with skid-proof bottoms, easily cleaned, and have a strap or safety lip in the back.

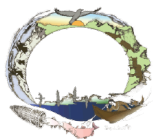
4 **POLICY STATEMENT**

Provide dress and grooming standards appropriate to the work environment. To enhance the customers' image of the organization by establishing consistent guidelines for the personal/professional appearance of staff members. To communicate to staff members that personal appearance and appropriate dress are regarded as important aspects of a staff member's overall effectiveness.

5 **PROCEDURES**

5.1 Purpose/Expected Outcome

- 5.1.1 To provide dress and grooming standards appropriate to the work environment.
- 5.1.2 To enhance the customers' image of the organization by establishing consistent guidelines for the personal/professional appearance of staff members.



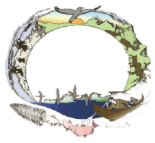
- 5.1.3 To communicate to staff members that personal appearance and appropriate dress are regarded as important aspects of a staff member's overall effectiveness.

5.2 Policy Enforcement

- 5.2.1 All TCC staff members represent the organization through their appearance and actions. It is the responsibility of each staff member to be neat, clean and appropriately attired in the workplace.
- 5.2.2 It is the responsibility of management to ensure that their staff members present a professional appearance that reflects a positive appearance for TCC.
- 5.2.3 Supervisors are responsible for ensuring this policy is enforced.
- 5.2.4 Departments and certain job classifications may have more specific dress code requirements for legitimate safety, regulatory and public contact reasons

5.3 Standards

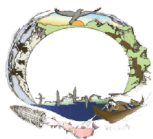
- 5.3.1 TCC dress code/professional appearance standards are as follows:
 - 5.3.1.1 Staff members are required to wear the designated uniforms for their area; those working in areas with no designated uniform must dress in a professional manner appropriate for their work areas. Articles of clothing with TCC's logo may be permitted. Articles of clothing that advertise or denote logos or graphics from anywhere other than TCC are not permitted. This does not include small clothing brand labels/logos that may appear on polo shirts, etc.
 - 5.3.1.2 Casual wear such as miniskirts (any skirt more than 4 inches above the knee), shorts (except as part of a TCC approved uniform), sweatshirts, denim pants, sweatpants, hoodies, t-shirts, yoga pants, tank tops, tube tops, spaghetti straps, spandex, leggings (unless worn under a dress), midriff, low-cut shirts, low slacks or similar clothing that shows body parts are not permitted. Clothing must fit so that inappropriate exposure does not occur during normal work activities.
 - 5.3.1.3 Tank tops and spaghetti straps are allowed if a coat, jacket or sweater is worn over them as the outer garment.
 - 5.3.1.4 Shoes are to be worn at all times by all staff members. Shoes must be clean, in good repair, and professional in appearance.



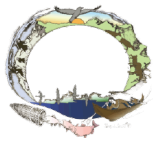
Tanana Chiefs Conference

It is recommended that all staff members wear closed-toed shoes with a closed heel strap.

- 5.3.1.5 Slippers (except for clean beaded native slippers), flip-flops, hiking boots, huaraches, and similar shoes are prohibited.
- 5.3.1.6 Departments may designate specific safety shoes.
- 5.3.1.7 All direct caregivers or any staff members working in rural clinics must wear close-toed shoes with a closed heel or heel strap.
- 5.3.1.8 Caregivers may wear medical clogs.
- 5.3.1.9 Staff members who are responsible for direct patient care may wear athletic shoes, as long as they are clean, and in good repair.
- 5.3.1.10 Staff members who are not responsible for direct patient care are permitted to wear open-toed or sling back shoes provided they are business professional in appearance.
- 5.3.1.11 Hair must be clean, combed and neatly trimmed or arranged to conform to the safety requirements of the specific work area.
- 5.3.1.12 Shaggy, disheveled hair is not permitted regardless of length;
- 5.3.1.13 Sideburns, moustaches and beards must be neatly trimmed; a beard hood may be required in certain areas;
- 5.3.1.14 In keeping with professionally appropriate attire, eccentric styles of hair and/or excessive amounts of loud colors (yellow, green, pink, purple, etc.) are not permitted.
- 5.3.1.15 Jewelry should not interfere with normal job activities.
- 5.3.1.16 Staff members who are responsible for direct patient care may not wear earrings which dangle more than one inch from the ear lobe. Barbells or chains that stretch between holes and gauges larger than 6 (4.1 mm) are not permitted.
- 5.3.1.17 Visible body piercing including face, head, neck, tongue or other visible parts of the body (other than ears) is prohibited. Small studs may be worn in the nose.
- 5.3.1.18 Long or artificial fingernails are prohibited for those staff members providing direct patient care or those preparing products for patients.



- 5.3.1.19 Body and hair cleanliness is mandatory. Body odor and bad breath which are offensive to others, or which may interfere with the health of patient are not permitted. This includes heavily scented colognes, perfumes, body lotions and cigarette smoke odor.
- 5.3.1.20 Tattoos must be covered, if possible. Tattoos which cannot be covered must be conservative and must not convey a message that is contrary to TCC ethical standards and must not pose a potential customer relations issue. Visible tattoos that are obscene, lewd, crude, or portray or represent nudity, violence or crime or contain profanity are strictly forbidden. Staff members will be required to cover such tattoos.
- 5.3.1.21 Bandanas, hats, and caps are prohibited, except where required and/or necessary for completion of job activities.
- 5.3.1.22 Staff members must wear clothing appropriate for the work setting when attending mandatory meetings, classes, and/or in-services for which they are being compensated to attend.
- 5.3.1.23 Staff members in clinical areas who wear business attire should comply with the same high standards as those who wear uniforms. Clothing should be neat and clean, and appropriate to the work assignment. Business attire may be worn by staff members in designated work units, subject to approval by the unit manager. Business attire for men and women includes, but is not limited to: suits, dresses or skirts for women, dress or casual slacks for men and women, blouses for women, shirts with or without ties for men, polo shirts, and shirts with collars for men.
- 5.3.1.24 Staff members who wear scrubs must comply with TCC's appearance standards listed above. Some clinical staff members are required to wear clinic-issued scrubs, and will only be worn by staff performing direct patient care services in the following departments: Dental, Eye, Lab, Radiology, Maternal Child Health, Family Medicine, Specialty Clinics, Internal Medicine and all village clinics. Staff members (except those working in rural clinics) are not to wear clinic issued scrubs to and from work. Clinic issued scrubs are color coded by department. Clinical staff may choose to wear their personal scrub tops if appropriate for their department. Clinic issued scrubs bottoms must still be worn (to maintain their association to their department). Personal scrubs must be kept neat, clean, free of holes, and are required to be changed when wet or soiled by blood and/or bodily fluid. If a staff member's personal scrubs becomes soiled and need to be changed before the staff



member's shift is complete, clinic issued scrubs should be worn. Staff members are expected to dress appropriately and be aware of their appearance when entering and leaving the facility.

5.3.1.25 The TCC-issued ID badge must be worn on the upper part of the body at all times while on duty and/or in TCC facilities. The face of the ID badge must remain visible for identification and safety reasons and must not be defaced with stickers, ribbons or pins so that the face or identifying words are covered.

5.4 Non-Compliance

5.4.1 If staff member reports to work improperly dressed or groomed, his/her supervisor may instruct the staff member to return home to make appropriate changes. Time away to correct their dress/grooming is not considered worked time (personal leave must be used) and may result in counseling in accordance with the TCC progressive discipline policy (see TCC Policy 10-802 Corrective Procedures).

5.5 Policy Changes

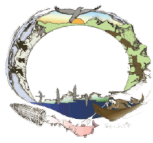
5.5.1 Proposed changes by management to the dress codes must be reviewed in advance by the Human Resources Director, for approval by Executive Administration.

5.6 Policy Exemptions

5.6.1 Exceptions to this policy may be made based on a staff member's religious beliefs, disability, medical condition or other compelling reason requiring an exception. For example, a staff member undergoing chemotherapy may be permitted to wear a bandana, or a staff member with a broken foot may be excused from wearing a shoe. If there is a question as to whether an exception is appropriate, the Executive Director of Human Resources will review the request to determine if there is a valid reason for an exception. If the requested exception is not appropriate, the Executive Director of Human Resources or his/her designee will work with the staff member to determine if a reasonable alternative solution can be implemented. Unless required by law, the Executive Director of Human Services shall have no obligation to grant an exception to this policy. This policy may be suspended on a facility or departmental basis for special events with the approval of the Chief/Chairman.

5.7 Casual Friday

5.7.1 On Friday, non-clinical staff members are permitted to wear jeans that are neat and clean, fit properly (not excessively tight or baggy) with no holes.



TCC t-shirts will also be permitted on Friday. All other provisions of the dress code above still apply on Friday.

- 5.7.2 Staff members who wear scrubs will be permitted to wear personally owned scrubs on Friday (if appropriate for their department) so long as they comply with standards outlined above. Employees participating in special meetings with outside agencies are expected to dress per the normal provisions of dress code even if it is Friday.

5.8 Village Based Staff Members and Village Travel

- 5.8.1 Village based non-clinical staff members and those traveling to villages are permitted to wear jeans that are neat and clean, fit properly (not excessively tight or baggy) with no holes. Warm clothing and clean appropriate sweatshirts are also permitted. Staff members working in village clinics are expected to dress per the normal dress code and staff providing clinical services must wear scrubs. Village based staff members traveling into Fairbanks for meetings or training are expected to dress per the normal provisions of this dress code.

5.9 Special Employee Classes

- 5.9.1 Staff members working in Security and Facilities will wear designated uniforms provided by TCC. Staff members working in remote locations (i.e. firefighters, fisheries, housing and archeology) are permitted to wear whatever clothing conforms to safety standards requirements for their position and are permitted to deviate from policy above with supervisor approval. When such staff members are in the office they are expected to dress per the normal provisions of this dress code.

6 **REFERENCES AND RESOURCES**

- 6.1 TCC Policy 10-802 Corrective Procedures

7 **REVISION HISTORY**

Date	History
9/1/18	Policy reformatted and reviewed
5/12/16	Policy revised and reviewed
12/1/14	Policy revised and reviewed
11/15/14	Policy revised and reviewed
12/1/11	Policy drafted and approved