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DOCUMENT ID: HR-01-31	VERSION: E	EFFECTIVE: 4/13/2023
TITLE: Dress and Appearance		

Purpose:	Appropriate personal appearance of everyone within TMC HealthCare (TMCH) promotes safety, avoids hazards and promotes a professional work environment. Neat, well kept, clean and professional appearances create an environment of respect and confidence which is expected by our patients, their families, and our colleagues.
Definitions:	None
Keywords:	Dress, Code, Appearance, Tattoo, Piercing, Body Art, Uniform, Clothing, Scrub
Applicability:	<p>TMC Health: TMC Hospital Main and TMC Hospital at Rincon, including all inpatient and outpatient departments, Peppi's House – TMC Hospice, TMC Integrative Pain Clinic, and TMC Wound Care Center; TMC Medical Network and TMCOne, including all ambulatory primary and specialty care clinics, TMC Urgent Care – Rincon, and TMC Urgent Care – Wyatt; Benson Hospital, including Benson Hospital Rehabilitation, Benson Family Health Care Clinic, Benson San Pedro Clinic, and Vail Valley Family HealthCare; Northern Cochise Community Hospital, including Sulphur Springs Medical Center and Sunsites Medical Clinic; and all other TMC HealthCare subsidiaries except as otherwise noted.</p> <p>For purposes of this Policy, Affiliates do not include Tucson4Health LLC, Southern Arizona Hospital Alliance or TMCH joint ventures with physicians.</p>
Statement of Policy:	<ol style="list-style-type: none"> 1. These guidelines apply during regular work hours, orientation, training, meetings, educational programs and any other related function. 2. Exceptions to this policy must be approved by department leadership, department vice president and Human Resources. 3. Employees who wish to request exceptions to the established policy due to cultural or religious reasons should contact Human Resources. 4. Leadership staff and Human Resources will provide dress guidelines for all positions. 5. Leadership staff is expected to orient new employees to the Dress and Appearance Policy and to ensure compliance in their departments. 6. Failure to follow TMCH policy may result in disciplinary action, up to and including termination. 7. Volunteers, contractors, vendors, utilization review, liaisons from other

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	facilities, temporary and agency employees are required to comply with the same standards.		
Procedure:	Dress Code Element	Acceptable	Unacceptable
	ID Badges	<ul style="list-style-type: none"> Worn at all times while working or when on campus for education or other work-related functions Easily readable Worn above or near the waist with picture facing out 	<ul style="list-style-type: none"> Badges that are defaced Anything pinned to, stuck on or hanging with the badge that covers identifying information Badges worn to the point where the picture or other identifying information is no longer visible
	Dress Code Element	Acceptable	Unacceptable
	Personal Hygiene	<ul style="list-style-type: none"> Neat and clean appearance 	<ul style="list-style-type: none"> Body odor Smell of tobacco products on body or clothing Use of perfumes, colognes, scented lotion, or other fragrance products in patient care areas or by anyone involved with patient care
	Dress Code Element	Acceptable	Unacceptable
	Hair	<ul style="list-style-type: none"> Clean and neat Hair longer than shoulder length must be secured behind the head for employees who have patient contact Dominant hair colors 	<ul style="list-style-type: none"> Dominant hair colors that are not within the range of natural hair colors

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		(i.e. hair colors that encompass the full head of hair) must be within the range of natural hair colors; accent colors are acceptable	
	Dress Code Element	Acceptable	Unacceptable
	Fingernails	<ul style="list-style-type: none"> • Clean and neatly trimmed • Nail polish that is in good repair 	<ul style="list-style-type: none"> • For any employees who have direct patient contact, or whose job requires that they go into any patient care areas, or employees providing services and/or products to patients, the following are prohibited: <ul style="list-style-type: none"> ○ artificial nails ○ gel/shellac polish or any other polish that requires a soak/wrap removal ○ nails longer than ¼ inch beyond the fingertip ○ nail polish that is chipped
	Dress Code Element	Acceptable	Unacceptable
	Jewelry	No more than 3 earrings per ear (studs or small hoops only in direct patient contact positions)	<ul style="list-style-type: none"> • Jewelry that interferes with normal job activities or poses a safety hazard • Facial piercings of any kind • Tongue piercings • Gauges or similar jewelry

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			<ul style="list-style-type: none"> Employees who have direct patient contact cannot wear bracelets (exception is made for medical alert bracelets) NICU employees may not wear rings, bracelets or watches at any time
	Dress Code Element	Acceptable	Unacceptable
	Tattoos and Body Art	<ul style="list-style-type: none"> Non-facial tattoos and body art that are appropriate and consistent with TMCH's ethical standards are allowed 	<ul style="list-style-type: none"> Tattoos or body art displaying words or images which depict violence, discrimination, profanity, nudity, or other content that would be contrary to TMCH's ethical standards is not allowed and must be covered while working Facial tattoos Department leaders have the discretion to determine whether tattoos or body art would be considered inappropriate in their department based upon the patient demographic and needs being served
	Dress Code Element	Acceptable	Unacceptable
	Shoes	<ul style="list-style-type: none"> Clean and in good repair Professional appearance Must meet safety requirements and specific needs of the assigned work area Must be worn at all times Closed toed shoes are required for employees 	<ul style="list-style-type: none"> For any employees who have direct patient contact, or whose job requires that they go into any patient care areas, the following are prohibited: <ul style="list-style-type: none"> Beach style flip

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		who work in patient care areas <ul style="list-style-type: none"> • Clogs (i.e. open back shoes) are acceptable 	flops or athletic style sandals <ul style="list-style-type: none"> • Open-toed shoes
	Dress Code Element	Acceptable	Unacceptable
	Clothing Applies to all departments. See below for additional requirements for clinical areas.	<ul style="list-style-type: none"> • Must meet safety requirements • Must present a neat, clean, properly-fitted and well-groomed appearance that is suitable for the assigned job • Appropriate undergarments must be worn. The color of undergarments should not be visible thru clothing. • Employees in clerical/administrative departments who do not have patient contact may wear professional looking capri slacks between May 1st and October 1st. Length of capris must fall below the knee • Professional looking sleeveless tops are allowed • Outpatient hospice staff may wear mid-calf capris or other business appropriate pants and a scrub top or other business appropriate top between May 1st and October 1st • TMCH logo shirts are permitted on Fridays only • Denim material and other 	<ul style="list-style-type: none"> • Clothing that is dirty, ripped, torn or has holes • Excessively tight, revealing, or baggy clothes, including bare midriffs and cleavage exposure • Jeans or denim pants, lycra-type pants, sweat pants, or warm-ups (unless appropriate for the work being performed and approved by department leadership) • Clothing where back and/or midriff are visible • Halter tops, tube tops, spaghetti straps, muscle shirts or any other top that would be inappropriate in a professional environment • Hooded jackets, sweatshirts, fleece jackets or jackets with non-TMCH logos • Shorts (unless appropriate for the work being performed and approved by department leadership) • Denim material is permitted only when

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		<p>attire may be permitted when approved by TMCH or the department vice president</p> <ul style="list-style-type: none"> • Skirts and dresses must fit appropriately and be an appropriate length for a professional environment • Director-level and above positions are required to wear business attire (excused on Fridays and between May 1st and October 1st.) • Please see details below regarding departments that require uniforms 	<p>approved by TMCH or the department vice president</p> <ul style="list-style-type: none"> • Non-TMCH logo t-shirts • T-shirts or undershirts with visible (non TMCH) lettering or logos
	Dress Code Element	Acceptable	Unacceptable
	Clinical Staff Requirements and Scrub Requirements	<ul style="list-style-type: none"> • Peds, PICU, Peds ED, NICU, Child Life and Peds Therapy employees may wear child-friendly scrub tops with solid scrub bottoms that either match the tops or are the assigned color for their respective discipline • Unless otherwise specified in this policy, employees must wear solid scrub tops and bottoms in assigned colors (see details below) • Scrub skirts and dresses must fit appropriately and be an appropriate length for a professional environment • Shirts may be worn under scrub tops (long or short- 	<ul style="list-style-type: none"> • T-shirts or undershirts that hang lower than the scrub top • T-shirts and undershirts that are not covered by a scrub top or scrub jacket (with the exception of TMCH logo shirts on Fridays and with approval by department leadership) • Printed scrub bottoms

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		<p>sleeved) but they cannot have visible lettering or non-TMCH logos</p> <ul style="list-style-type: none"> • Solid color jackets must be in the assigned discipline color • Print jackets primarily in assigned colors are permitted over solid discipline-colored scrubs • Jackets worn as a scrub top must be buttoned up completely at all times • Embroidery of name, title and director-approved department logo is permitted • Piping of any color is allowed around the trim of scrub tops • Managers, assistant managers and clinical educators may wear scrubs or business attire with a white lab coat • Case managers on nursing units will wear business attire, closed toe shoes and a white lab coat • Nurse practitioners will wear business attire or Caribbean blue scrubs with a white lab coat • House supervisors will wear Caribbean blue scrubs with a white lab coat • Infection prevention staff will wear peach scrubs or business attire and a white lab coat (when in 	
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		<p>clinical areas)</p> <ul style="list-style-type: none"> • White lab coats may be worn by clinical leadership (manager, director, house supervisor and above), educators, nurse practitioners, pharmacists, case managers, and infection control staff (when in clinical areas). White lab coats should include name and title. • Lab coats must be clean and neatly pressed at all times • Scrubs must be kept clean and changed when they become wet or soiled by blood or bodily fluids • Holiday themed scrubs will be permitted as follows: <ul style="list-style-type: none"> ○ Christmas: the week before, during and after Christmas ○ Halloween: on October 30th and 31st ○ Easter: Palm Sunday through Easter ○ Valentine's Day: February 14th ○ Independence Day: July 3rd, 4th and 5th • Restricted and semi-restricted areas, such as surgical areas, please 	
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		<p>refer to Dress Code: Restricted Areas SU-01-19 and Semi-Restricted Areas CL 01-03</p> <ul style="list-style-type: none"> Staff that change clothing upon arriving/before leaving work are expected to dress appropriately and be aware of their appearance when entering/leaving campus Staff attending education, department meetings or any other function in which they are being paid for their time to attend, may choose to wear scrubs in their assigned color or professional dress as specified by this policy. 	
	Dress Code Element	Acceptable	Unacceptable
	Assigned Scrub Colors and Department Uniforms	<ul style="list-style-type: none"> RN: Caribbean blue LPN: Turquoise Paramedic: tan PCT, PST, CNA, Scope Tech, Monitor Tech: royal blue Unit Clerk, Office Associate: wine scrubs or business attire Dispatcher /Operator: wine scrubs or wine polo with black, navy or khaki pants Respiratory Therapy: dark gray Inpatient Therapies (PT, OT, Speech, Audiology, 	

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		<p>Exercise Physiologist): grape/dark purple</p> <ul style="list-style-type: none"> • Outpatient Therapies: TMCH logo Peds Therapy polo or T-shirt with khaki pants or grape/dark purple scrubs • Child Life Specialists: TMCH logo Child Life T- shirt with black scrub pants or black dress pants, or business casual attire • Lab: red • Diagnostic Technicians and Technologists (Vascular Lab, Echo/CNIS, CT/MRI, EEG, Ultrasound, Nuclear Med, X-Ray, Breast Screening): light gray • Pharmacy: black • Transportation: navy blue • Environmental Services: olive • Surgical/Procedural, OR, Pre-Op, PACU, Central Processing, Labor & Delivery, Cath Lab: jade green • Food and Nutrition Services: forest green • Laundry: ceil blue (laundry tug drivers - royal blue polo and navy pants) • Interpreters: yellow or business attire • Informatics: mali blue • Volunteer Services: teal 	
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	<ul style="list-style-type: none"> • Medical Records: business attire, wine polo shirt or wine scrubs (in clinical areas) • Registration areas: silver or light blue oxford shirt with TMCH logo, black pants, black sweater or jacket • Emergency Room Scribes: white polo with khaki pants • Inventory Management: ceil blue polo with black pants • Registered Dietitians and Clinical Nutrition Services: raspberry scrubs 	
Standard Work:	TMCH has not adopted Standard Work for this Policy.	
References:	Policies: SU-01-19: Dress Code – Restricted Access CL-01-03: Dress Code for Cath Lab Restricted and Semi-Restricted Areas	
Policy Creator:	Senior Vice President, Chief Human Resources Officer	
Executive Sponsor:	Senior Vice President, Chief Human Resources Officer	
Review:	This Policy shall be reviewed as needed per changes in applicable laws, regulations, and accreditation or operational requirements, but no less often than every 3 years.	

Approved: /s/ Alex Horvath 4/13/2023
Alex Horvath Date
Senior Vice President, Chief Human Resources Officer

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