

DRESS CODE POLICY

6029

As an employee of Bullhook Community Health Center, we expect you to present a clean and professional appearance when you represent us, whether that is in, or outside of, the office. Management, medical providers, office staff, and any employees who come in contact with our patients and other persons on Bullhook Community Health Center property, are expected to dress in a professional manner.

It is just as essential that you act in a professional manner and extend the highest courtesy to co-workers, visitors, clients, patients, and vendors. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and impeccable quality.

A manager, employee, or health care provider who fails to adhere to this code will be subject to discipline.

It is management's intent that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate "casual business attire."

The Company recognizes the growing popularity of casual business dress and the positive effects of this shift to boost employee morale, improve quality, encourage more open communication and increased productivity, therefore, creating a more comfortable work environment. The Company reserves the right to continue, extend, revise or revoke this policy at its discretion.

The key point to sustaining an appropriate causal business attire program is the use of common sense and good judgment, and applying a dress practice that the company deems conducive to our business environment. If you question the appropriateness of the attire, it probably isn't appropriate.

Requests for advice and assistance in administrating or interpreting this guideline should be directed to the Human Resource Department.

Unacceptable Attire

- Cutoffs
- T-shirts with offensive logos, markings, comments or graphics
- Athletic wear
- Blue denim jeans (except on Fridays)
- Spandex or Lycra, such as biker shorts
- Tank tops, tube tops, halter tops with spaghetti straps without a cover
- Underwear as outerwear
- Beach wear
- Midriff length tops

- Provocative attire
- Off-the-shoulder tops
- Evening wear
- Sweat shirts
- Soiled, dirty, holes or stained cloths
- No open toed shoes for medical and dental staff

Examples of Appropriate attire:

- Company logo shirts
- Uniforms for clinical staff
- Dresses
- Slacks
- Business attire Capri pants
- Sandals are acceptable for non-medical and dental staff.

Friday Jean Day: jeans are acceptable but none with holes or tears
T shirts and tops must adhere to acceptable attire

Enforcement

Department managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following actions steps:

1. If questionable attire is worn in the office, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
3. Repeated policy violation will result in disciplinary action, up to and including termination according to Policy 6003.

Distribution

All employees will be provided with a copy of this policy.



CHIEF EXECUTIVE OFFICER

Date: 7-26-16



CHAIR, BOARD OF DIRECTORS

Date: 7-26-16

Date first adopted	05/11/2015
Date Revised/QI Board approval	
New date adopted/Board of Directors approval	05/11/2015, 07/11/2016