

Dress and Personal Appearance Code

PURPOSE

Every staff member of the UCLA Health System Faculty Practice Group represents the organization to the patients, customers and visitors who come to the UCLA Faculty Practice Group business offices and medical offices.

Our patients, customers, and visitors will feel more comfortable and safe in our facilities if we, the staff members who interact with them, present ourselves in a professional manner.

We want to be known for our excellence and professionalism. Assessment of our professionalism begins with the first impression we make, including how we are dressed.

The purpose of the dress and personal appearance code is to provide guidelines to all staff members while we are at work.

POLICY

This policy applies to all staff members including support staff, administrative staff and staff who work at off-campus locations.

All staff members are expected to dress in a professional manner. In general this means employees should be dressed neatly and modestly.

Clothing should be clean and staff members themselves should demonstrate good personal hygiene.

I.D. Badges

I.D. Badges are considered part of the required dress for all staff members.

In patient care areas, patients have a right to know who is treating them. In administrative areas, a badge identifies that you belong in a particular building and provides an added measure of security.

All staff members are expected to wear their identification badge while they are on duty. I.D. badges are to be worn on the upper third of the body, with the person's picture and name easily readable by our patients, staff and visitors.

Badges are not to be worn with the name and/or picture turned away from view.

Security Access: Employees are not allowed to use their access key card to allow non-employees to access any area where keycard access is required. Emergency circumstances may be considered as an exception by department management.

GENERAL CLOTHING GUIDELINES

Staff members are asked to wear clothes that are appropriate for their workplace. Clothing must project a professional appearance to our patients, customers and visitors. All employees must come to work in clean, unwrinkled clothing that fits properly and provides adequate covering.

Cleaned, ironed and proper fitting clothing is the expectation for all employees at all levels in all departments.

Mailroom, Senior Clerks, Desktop IT Support Group

Casual slacks, skirts, dresses, collared or collarless shirts, turtlenecks or sweaters. Closed-toed shoes only (tennis shoes are appropriate). No flip flops.

Administrative Staff

Tailored slacks or skirts, collared shirts, blouses, casual jackets and sweaters, dresses and jumpers, leather or rubber sole shoes, open toed dress shoes are acceptable. No flip flops.

Management Staff

Tailored slacks or skirts, suit or dress jacket, blouses, button down shirts, collared shirts, sweaters. Tie is required for men. Dress shoes, open toed dress shoes are acceptable. No flip flops.

Lab Coats

Employees are responsible for laundering personally owned lab coats. In positions where lab coats are required, the following laundry options are available:

Physicians' lab coats with personalized monograms may be laundered through the approved vender at the expense of the requesting department.

Prohibited

- Denim of any color (except for casual Fridays in the business office only).
- Baggy, low-rider pants.
- Shorts
- Skirts and dresses shorter than 3 inches above knee.
- Net shirts; see-through shirts or blouses of any kind.
- Revealing garments including midriff tops, tank tops, spaghetti straps tops, tube tops, plunging necklines.
- Spandex items, leggings, sweat clothes, jogging outfits, warm-ups, velour pantsuits, or T-shirts with writing or designs other than UCLA logo shirts

- Hats, scarves, head coverings (unless medically necessary or for religious reasons)
- House slippers, flip flops, plastic or rubber thongs, casual sandals
- Tennis shoes (unless designated above for Mailroom, Senior Clerks, Desktop IT Support Group and for casual Fridays in the business office only).
- Tattoos or other body art must be covered during working hours unless pre-approved by Director. Any tattoo that may be considered offensive by patients, visitors, or employees must be covered by clothing, a band aid, make up, etc.
- Body jewelry should be appropriate and not present a safety hazard.
- Fingernails must be clean, groomed and moderate in color and length. Artificial nails, tips and or fillers are not allowed in direct patient care areas.
- Perfumes or colognes should be used very conservatively and in a manner that is considerate of our patients, co-workers, customers and visitors.
- Perfumes or colognes may be prohibited where they may have an adverse effect on patients or other staff members.

COMPLIANCE

Department heads are responsible for enforcing this policy and ensuring that all staff members meet the dress code standards. Any staff member who has questions regarding these standards should consult his/her supervisor.

All staff members are expected to comply with the dress code policy. Staff members who are not compliant will be counseled and may be sent home to change. Such staff members will not be compensated for the time away from the workplace.

Repeated noncompliance may result in disciplinary action up to and including dismissal. Compliance with the dress code should be noted in every employee's performance evaluation.

REFERENCES

Faculty Practice Work Rules 0310

UCLA Hospital System Dress and Personal Appearance Code HS7314

UCLA Hospital System Uniforms HS 7306

POLICY OWNER:

Human Resources, Faculty Practice Group

APPROVALS:

Patricia Kapur, MD, CEO, UCLA Faculty Practice Group

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Effective Date: 9/1/12

