LOWELL GENERAL HOSPITAL
HUMAN RESOURCES POLICY AND PROCEDURE MANUAL

SUBJECT: Personal Appearance

SECTION: Management of Human Resources

EFFECTIVE DATE: December 31, 1983

SKILL LEVEL/RESPONSIBLE PARTIES: All Hospital Staff

SAMPLE

I. POLICY:

1.) The personal appearance of all who are associated with Lowell General Hospital is important to its relationship with patients and visitors.

2.) Without restricting individual preferences, it is the policy of the Hospital to encourage personal cleanliness, good grooming and appropriateness of dress while on duty. Application and monitoring of this policy is the responsibility of each manager for employees under their direction. All employees must share in the responsibility of conveying to patients. The general public and to fellow employees an image of professionalism.

3.) The following are hospital wide expectations regarding the appearance of employees at Lowell General Hospital:

a.) Cleanliness – good grooming and proper body hygiene are mandatory.
b.) Hair must be clean and neat, hair below shoulder must be worn in a manner as to prevent cross contamination or pose a safety hazard.
c.) Footwear- safe, supportive, neat and clean footwear.
d.) Use of cologne, perfume, perfumed products (hand/body lotion, etc) or after shave is discouraged and if worn should be minimal and not noticeable by others. Fragrance free areas may be defined by individual departments. Smoking odors are prohibited.

4.) Non Acceptable clothing for hospital employees include the following;

a.) Clothing with offensive language and/or offensive illustrations.
b.) Crop tops, midriff garments and halter tops.
c.) Denim, Spandex or form fitting clothes

d.) Hats of any kind except in areas where headgear is necessary or is a part of an approved uniform.
e.) No facial, nasal or tongue piercing ornaments are allowed while on duty.
f.) Natural nails will be kept short (<1/4” long).
g.) Artificial nails or extenders will not be worn by any staff member having direct contact with patients.

5.) As is stated in the policy, it is the responsibility of each department manager to ensure that the employees under their direction comply with the policy. Department managers are authorized to establish reasonable written standards for employees under their direction which are suitable for the work being performed.

SAMPLE

LOWELL GENERAL HOSPITAL
HUMAN RESOURCES POLICY AND PROCEDURE MANUAL
PERSONAL APPEARANCE
AUTHORIZATION

Vice President, Human Resources	Date
President & CEO	Date

REVISION/REVIEWED DATE(S): 10/00; 7/03, 10/04, 10/05, 1/07, 7/07

SAMPLE