

UI Hospitals and Clinics/UI Health Care Professional Appearance Policy Revisions, November 2014

- Applies to all **on-duty staff, faculty, physicians, and dentists, students, volunteers**, or any other individual required by policy to wear a **UI Hospitals and Clinics or UI Health Care** identification badge.
- DOES NOT apply to staff required to wear a **UI Carver College of Medicine** identification badge.
- DOES NOT apply to off-site locations staffed by **non-clinical personnel**.
- Will be enforced by **departmental managers and supervisors**.

Noncompliance with these guidelines will result in counseling and may result in a request for staff to change into appropriate attire before beginning work.

Purpose:

To present a more consistent, professional appearance in line with our Service Excellence values.



Key Changes:

- No **lanyards**. Clip your ID badge to your breast pocket, collar or lapel with your picture and name facing front.
- No **fragrances**. Leave your perfume, cologne, body spray and after-shave at home.
- No offensive or inappropriate **tattoos, piercing** or **body art**. Keep it covered, or removed, at work.
- No **denim clothing** of any type. No **yoga pants**, workout or **exercise clothing, t-shirts, sweatshirts, sweatpants** or **fleece** apparel. No **open-toed shoes** in clinical areas.
- No clothing that is **too tight, too short, or too loose**. Nothing that exposes **cleavage, undergarments, mid-section, or buttocks**.
- No holiday or event-themed **costumes**; Halloween costumes are prohibited.

Purpose:

To present a more consistent, professional appearance in line with our Service Excellence values.



Examples



- T-shirt
- Shorts
- Lanyard
- Badge too low

Policy Violations



- Collared shirt
- Appropriate pants
- Badge properly displayed

Approved Appearance



- Fleece
- Open-toed shoes
- Lanyard
- Badge too low

Policy Violations



- Appropriate shoes
- Badge properly displayed

Approved Appearance

Purpose:

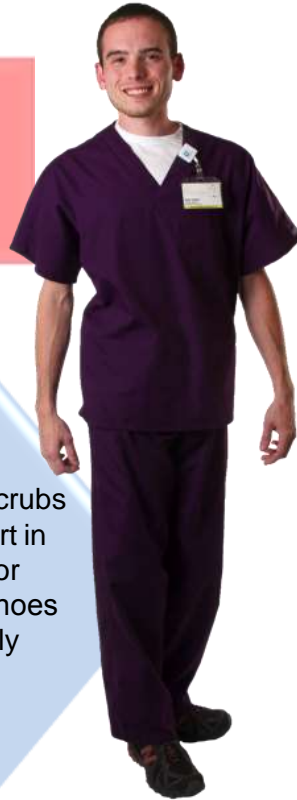
To present a more consistent, professional appearance in line with our Service Excellence values.

Examples



- T-shirt
- Sweatpants
- Flip-flops
- Badge too low

Policy Violations



- Appropriate scrubs with undershirt in approved color
- Appropriate shoes
- Badge properly displayed

Approved Appearance



- Denim
- Lanyard
- Unprofessional appearance

Policy Violations



- Professional suit
- Badge properly displayed

Approved Appearance

Purpose:

To present a more consistent, professional appearance in line with our Service Excellence values.

Examples



- Sweatshirt/pants
- Unprofessional appearance
- Badge too low

Policy Violations



- Professional suit
- Badge properly displayed

Approved Appearance



- Yoga pants
- Flip-flops
- Hair in face
- Badge too low

Policy Violations



- Appropriate attire
- Badge properly displayed
- Hair away from face

Approved Appearance

Purpose:

To present a more consistent, professional appearance in line with our Service Excellence values.

Resources

- [Professional Appearance Policy](#)
- [UI Hospitals and Clinics Photo Identification Badge Policy](#)

These policies are located on *The Point* under Policies and Procedures, then Human Resources.

This is not intended to be an exhaustive list, and management reserves the right to determine whether apparel or personal grooming is appropriate for the workplace.

Departments may have **additional guidelines** not covered by this policy due to health or safety concerns particular to a unit.

Questions about **specific situations** due to **medical**, **religious**, or **ethnic** issues should be discussed with supervisors or Departmental HR Representatives.

Purpose:

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