



Corporate Policies and Procedures

Human Resources

PERSONAL APPEARANCE FOR EMPLOYEES AND VOLUNTEERS

Category: Employment (EE)
Policy #: HR.EE.150
Applies to: All Employees and Volunteers

PURPOSE:

To ensure professional standards of appearance and dress for all employees and volunteers.

DEFINITIONS:

Not applicable

POLICY:

The Medical College of Wisconsin (the College) requires standards of personal appearance and dress. It is the responsibility of every employee and volunteer to maintain a neat, clean and well-groomed appearance and dress in a manner appropriate to his or her function in the College. The professional appearance and image of employees and volunteers directly influence the attitudes of patients, students and the public towards the College and each other. A picture identification badge issued by the organization must be worn in clear view at all times by all employees.

As recommended by the Center for Disease Control & Prevention, artificial nails, including all types of overlays, are not allowed for staff members who have direct patient contact. The CDC also recommends that natural nails should be less than a quarter inch in length for those who have direct patient contact. Nails must be well manicured and a reasonable length for the job function. Nail polish is allowed as long as it is well maintained.

PROCEDURE:

Each department has the responsibility to develop and enforce departmental practices based on the general guidelines in this policy. Generally, these guidelines should comply with any accreditation or clinical care standards which may be applied to the facility the MCW employees and volunteers may be working in and should be appropriate to the kind of work the employee and volunteer is performing. Supervisors are required to reasonably and consistently apply the guidelines to all employees and volunteers under their supervision and

to set forth other specific standards necessary to the proper functioning of their area or responsibility. Employees and volunteers reporting to work dressed or groomed in direct violation of this policy or department guidelines may be subject to corrective action and may be required to make corrections before reporting/returning to work. All federal, state and local laws, regulations, codes, etc., relating to sanitation, infection control, health and safety must be enforced universally.

REFERENCES:

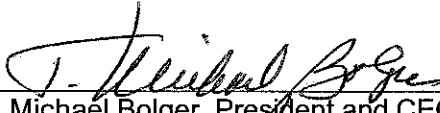
Not applicable

ATTACHMENTS:

Not applicable

Effective Date: 05/2004
Revision History: 07/16/2007, 10/15/2008
Supersedes Policy: Formerly Policy 2.14
Review Date:

Approved By:



T. Michael Bolger, President and CEO
Medical College of Wisconsin