



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-007
SUBJECT: BUSINESS OFFICE DRESS POLICY	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 3
REVIEWED BY: HR ADMINISTRATOR AND POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 11/01/07
TO BE PERFORMED BY: ALL WORKFORCE MEMBERS	REVIEWED DATE: REVISED DATE: 05/2016

PURPOSE

To establish a dress code for all Martin Luther King, JR., Outpatient Center (MLK OPC) workforce members that promotes a positive and professional image of MLK OPC and to also ensure the safety of the workforce.

POLICY

This policy is in accordance with County Code Section 5.72.010 and the Department of Human Resources, Policies, Procedures & Guidelines Number 512, "Professional Appearance in the Workplace" all MLK OPC workforce members, including administrative and executive staff, are required to comply with the dress code standards below.

Whenever on duty, workforce members must be appropriately attired. All clothing must be professional and consistent with both our business atmosphere and health care standards and must not interfere or detract from the MLK OPC mission. It must also be appropriate to the type of work being performed and take into consideration the expectations of our patients, and customers served.

To ensure safety, workforce members working in direct patient care areas or with moving equipment/machinery must secure their hair so that it does not extend loose below the shoulders. Hair shall be clean and neatly groomed at all times; mustaches and beards must be small, trimmed, clean and neatly styled.

Fingernails should be clean and manicured at all times and of a length that does not interfere with work performance and personal safety, and adhere to infection control guidelines and DHS policy.

Jewelry and other accessories shall be minimized and may not be worn where safety or health standards would be compromised. Body piercing jewelry/ornaments anywhere other than the ear shall not be displayed. Identification badges shall be worn at all times while in County facilities.

An appropriate smock/lab coat will be worn, when applicable to job responsibilities. If a uniform is not available (e.g., new or temporary employee), the employee is expected to comply with all general dress code requirements. Uniforms (no camouflage or heavy prints) must be worn in accordance with applicable MOU and/or safety/infection control regulations, dress code shall be adhered to under lab coat or smocks, lab coat or smocks should be appropriate for the business environment. Scrubs shall not be worn outside the service area or outside the facility.

DHS workforce members, which includes administrative and executive staff, are allowed to wear business casual attire which meets the requirements of the dress code standards, when appropriate. Workforce members should use professional judgment when conducting meetings with individuals from outside the County or attending meetings where business dress is the norm. Where uniforms are required, workforce members shall continue to wear the required uniform while on duty.

Each facility/program shall enforce supplementary dress code standards in accordance with applicable Memoranda of Understanding (MOU) provisions and infection control/safety regulations.

EXCEPTIONS

Exceptions to this policy may be made by the Department Head/designee in circumstances such as County or Department-sponsored events, special occasions, seasonal weather changes, business casual days, special work assignments, and office relocations, but may also be made based on requests for reasonable accommodation (e.g., religious, cultural, medical reasons, etc.).

DRESS CODE ENFORCEMENT

Any employee who reports to work and is not in compliance with this policy may be sent home to change and return to work, unless some other remedy can be arranged.

DEFINITIONS

Business casual is attire that is clean, neat, and more relaxed than traditional professional dress, yet does not distract from the business at hand.

- Shirts
 - Casual Shirts
 - Blouses
 - Twin sets
 - Sweaters
 - Polo/golf shirts
 - Turtlenecks
 - County sponsored or union T-shirts worn on special event days

Unacceptable articles include:

- Sweatshirts
 - Tank tops
 - Halter-tube tops
 - Bare midriff
 - Sheer or revealing clothing
- *Bottoms:*
 - Cotton
 - Knit
 - Lycra combinations
 - Travel slacks
 - Denim and jean-style pants that are well-tailored may be worn on Fridays by all staff, as appropriate (Information Technology staff that install equipment and cables and other staff that bend, stoop, crawl and move heavy equipment and/or organize files and other supplies may wear denim and jean-style pants, as the need arises.

Unacceptable items include:

- Shorts
 - Leggings
 - Spandex
 - Gym or sweatpants
 - Jogging outfits
 - Overalls
 - Excessively tight or oversized garments
 - Pants worn below the waistline
 - Low-rise showing undergarments
- *Dresses & Skirts:* Skirt or dress length should fall just above the knee when seated
 - *Footwear:* In patient care and safety sensitive areas (e.g., warehouse), closed toe shoes of safe grip/non-slip

sole, non-porous or non-canvas material must be worn, sneakers and clogs (with straps) must be white, black or brown vinyl or leather only, with no more than one additional color trim.

Socks or hosiery shall be worn at all times by nurses in patient care areas.

Unacceptable items include:

Flip-flops and other beach type shoes and slippers.

- **Jewelry:**
 - Necklaces: More than 18 inches long should be concealed by clothing in safety sensitive areas.
 - Earrings: Maximum of two (2) earrings may be worn in each ear in safety sensitive areas. Workforce members who are or may be assigned direct patient care and safety sensitive duties, hoops must be no larger than one (1) inch in diameter.
 - Bracelets: No charms or dangling objects may be worn in safety sensitive areas. Medical bracelets are acceptable.
 - Rings: Maximum of three (3) rings on each hand (must comply with infection control standards in patient care areas).
 - Watches: Watches that pose a safety issue for patients and workforce members (e.g., large, sharp edges, elastic bands) are not allowed in patient care areas.

- **Tattoos:** Must be reasonably covered (with exception for cultural or religious purposes).

- **Accessories:** Hats and baseball caps are not permitted, except for those with County, department or union logos worn on special days (exceptions may be allowed for medical reasons).
Head scarves and bandannas are prohibited except for medical, religious or cultural reasons.
Pins or buttons that are sexually suggestive or create a hostile work environment are prohibited.

AUTHORITY:

Chief Executive Office
Department of Human Resources, Policies, Procedures and Guidelines No.512,
Professional Appearance in the Workplace
Los Angeles County Code
Applicable MOU's
Title 8, California Code of Regulations
Title 22, California Code of Regulations
Joint Commission Standards

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Lessie Barber, Nursing Director

Date

Signature(s) on File.