

**OLIVE VIEW-UCLA MEDICAL CENTER
CLINICAL SOCIAL WORK
POLICY & PROCEDURE**

**NUMBER: 3702
VERSION: 1**

SUBJECT/TITLE: PROFESSIONAL BUSINESS ATTIRE POLICY

POLICY: All workforce members are required to wear attire that presents a clean neat and professional appearance appropriate to their job classification in accordance with applicable Memoranda of Understanding provisions regarding workforce members and/or patient safety.

The Clinical Social Work Department has established a supplemental dress code standard as warranted by the job classification and working conditions as their workforce members. The Clinical Social Work Department policy does not supersede any ValleyCare minimum work attire and appearance standards.

Traditional Professional Business Attire is attire that is clean, neat and with a professional appearance that is appropriate for the business at hand. Dress sandals are permitted in the office settings. Sneakers or athletic shoes are not permitted in the office settings, unless a medical certification has been placed in the workforce member's personnel file.

PURPOSE: This policy establishes a standard of acceptable workplace attire for ValleyCare Clinical Social Work Department workforce members that is appropriate to the work environment and presents a positive image to our clients.

DEPARTMENTS: CLINICAL SOCIAL WORK DEPARTMENT

DEFINITIONS: Workforce member is defined as any employee, volunteer, trainee, affiliate, student, and other individual who works at a ValleyCare facility.

PROCEDURE: Managers and supervisors are responsible for ensuring that all workforce members are aware of this policy and that they monitor and counsel those personnel who are not in compliance. Any workforce member who fails to comply with this policy will be sent home, to change into suitable attire, without pay. The workforce member will not be allowed to use accrued benefits such as personal leave, vacation or accrued overtime in order to go home and change into proper attire.

Managers and supervisors are to report personnel who repeatedly violate this policy to Human Resources Performance Management Unit for appropriate administrative action.

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References:	
Approved by: Azar Kattan (Compliance Officer)	Date: 11/28/2011
Review Date: 11/28/2014	Revision Date:
Distribution: Clinical Social Work	
Original Date: 11/28/2011	