

**VALLEYCARE**  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**DEPARTMENT: FACILITIES**  
**POLICY & PROCEDURE**

**NUMBER: 698**  
**VERSION: 1**

**SUBJECT/TITLE: DRESS CODE**

**POLICY:** All Facilities Division employees are to use good judgment when selecting dress attire for work.

Men are encouraged to wear shirts with collars and are required to wear full length pants.

Shirts with controversial writing or pictures are not permitted.

For craftspersons, proper shoes (study work shoes) must be worn. Tennis shoes are not permitted.

Clothing is to be maintained clean, and free of holes or tears.

Name tags, with the picture showing, must be worn at all time while on duty.

**PURPOSE:** To state Facilities Division's dress code policy.

**PROCEDURE:**

**DEPARTMENTS: FACILITIES**

**DEFINITIONS:**

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
Review Date: <b>07/12/2015</b>	Revision Date:
Distribution: Facilities	
Original Date: 08/12/2009	