

<b>Tufts Medicine System-Wide Policy</b>	<b>Title: Professional Attire Policy</b>
<b>Issuing Department: HR Administration</b>	<b>Effective Date: 03/21/2024</b> <b>Date Last Reviewed: 03/21/2024</b> <b>Next Review Date: 03/21/2025</b>

## **I. Purpose/Vision**

At Tufts Medicine we endeavor to establish, communicate, and portray a respectful and professional image of staff. First appearances are important, and the staff of Tufts Medicine strives to represent a positive, professional image. Ensuring that the professional attire meets and exceeds safety requirements is also a focus. The personal appearance of every employee at Tufts Medicine is essential in every interaction with patients, families, and visitors. The expectation is that all employees will present an image that is professional, caring, and approachable and will dress in a manner that is representative of these characteristics while ensuring safety while working.

## **II. Scope**

This policy applies to all employees across the Tufts Medicine health system, including employees at the Tufts Medicine member organizations; Tufts Medical Center, Lowell General Hospital, MelroseWakefield Hospital, Lawrence Memorial Hospital, Tufts Medicine Care at Home, Tufts Medicine Integrated Network, and other affiliates.

## **III. Policy**

The following standards of dress and safety are always in effect during an employee's working hours at Tufts Medicine. The expectation is for all employees to adhere to the following grooming and clothing standards.

Managers are responsible for enforcing the standards of cleanliness, grooming and dress for employees under their direction.

Any employee whose appearance, image or hygiene is inconsistent with this policy will be counseled and may be sent home to change clothes/remediate the situation. Continued disregard of the policy will result in progressive disciplinary action up to and including termination. Managers, Supervisors and Directors are responsible for enforcing dress and image standards in their work areas.

Professional attire is clean, neat, and appropriate for the type of work being performed. Generally, clothing that is revealing or tight fitting, unless necessary for performance reasons, is not professional and therefore inappropriate. Clothing is to be clean and not wrinkled, torn, faded, or frayed. Fabrics such as denim, athletic wear, and sweatpants/shirts are not appropriate. Hooded attire is not appropriate unless approved by Department Leadership.

Refer to the following specific terms:

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- a. No team/school/political/graphic logos on attire except Tufts Medicine or local entity logo.
- b. Laboratory coats: Clean and pressed. Required for laboratory personnel in accordance with OSHA regulations. Encouraged for professional providers (MDs, RNs, PAs, APNs, Pharmacists and Clinical Supervisory staff).
- c. Shoes must provide safe, secure footing, offer protection against hazards and should be appropriate for an employee's work environment. Sandals are unacceptable for direct care providers and laboratory staff within all of Patient Care Services due to potential safety hazard. Unsecured sandals and flip flops are not allowed for any role in work setting.
- d. No exposed midriffs
- e. Uniforms may be required in designated departments and shall be worn in accordance with hospital policy.
- f. Employees are responsible for maintaining appropriate levels of personal hygiene.
- g. Makeup or perfume/aftershave/cologne/essential oil should be appropriate and not overdone. Fragrance use is discouraged in consideration of our patients, employees, and visitors. Additionally, Tufts Medicine is a tobacco-free campus. Employees and staff are encouraged not to smoke in business/work attire as patients and other staff will be exposed to tobacco/smoke residue.
- h. Hair is to be clean and neat. Beard and moustaches should be neatly trimmed. Hair must be worn to avoid contact with the patient (i.e. care givers should have their hair tied back or put up). This policy is not intended to prevent or interfere with an employee's natural or protective hairstyle.
- i. Exposed tattoos are discouraged. Tattoos should be covered when possible.
- j. Natural nails are clean and trimmed to a professional length (<1/4 inch long) so that they do not interfere with an employee's work or with patient safety.
- k. Artificial nails or extenders will not be worn by any staff member having direct contact with patients. Please refer to your entity specific safety/compliance policy.
- l. Jewelry, neckties, and other accessories should be professional and should not interfere with an employee's work or safety. Accessories must be worn to avoid contact with the patient.
- m. Employees will avoid wearing accessories on their clothing or person that could present a safety and/or infection hazard, or are embarrassing or offensive to patients, visitors, or other employees.

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- n. The hospital issued ID badge is considered part of the required uniform for all staff and is to be always worn above the waist while on the premises, visible, front facing so that name, title and photo are visible. The badge cannot be altered, changed, or obscured in any way (for example, no cartoon images or other pictures being taped over the employee's picture).
- o. This policy is not intended to and does not hinder the advancement of diversity at Tufts Medicine. In accordance with state and federal law, reasonable accommodations will be made for employees' sincerely held religious beliefs or disabilities, unless the accommodation creates an undue hardship for Tufts Medicine. Employees should contact Human Resources to request an accommodation.

## V. Procedure

### **GENERAL GUIDELINES**

1. The following guidelines should be used when selecting attire for both clinical and business environments.
2. Take pride in your appearance! You reflect our commitment to outstanding service.
3. All clothing, footwear and accessories must be clean and in good condition.
4. All clothing should be pressed or ironed.
5. Additional restrictions may be in effect for specialized work locations, please refer to their policies.

### **PATIENT CARE STAFF (DIRECT)**

<b>APPROPRIATE WEAR</b>	<b>INAPPROPRIATE WEAR</b>
Earrings: studs or dangle earrings which do not exceed 1 ½" in either diameter or length	Hats
Scrubs & Scrubs jackets	Long dangle earrings (more than 1 ½" in length)
Sweaters	Large hoop earrings (more than 1 ½" in diameter)
Crew neck jerseys ( <i>to be worn under scrubs</i> )	Gauge earrings
Turtlenecks ( <i>to be worn under scrubs</i> )	Visible undergarments
Business attire for professional clinical staff; lab coat encouraged in ambulatory/outpatient setting	Sweatshirts

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Athletic or clinical shoes	Crew neck jersey with prints and/or logos
Clogs	Sandals, open toe shoes, or flip flops
Crocs without holes	Denim or denim looking garments, including jeans
Socks or stockings ( <i>either is required</i> )	Visible facial and/or body piercing (Exception: Unless previously approved by Department Leadership)
	Fingernails more than ¼” in length beyond fingertip
	Artificial fingernails; chipped nail polish
	Detectable perfume or cologne; fragrance & essential oil use is discouraged

## **NON-PATIENT CARE STAFF (INDIRECT)**

<b>APPROPRIATE WEAR</b>	<b>INAPPROPRIATE WEAR</b>
Business Attire	Hats
Business appropriate shoes	Visible undergarments
Sling back shoes	Halter or strapless shirts
Athletic shoes: clean and complimentary to pants	Sheer shirts
Tights, Nylons or Stockings	T-shirts (Tufts Medicine branding acceptable)
Dress leggings	Revealing necklines
	Sweatshirts or sweatpants
	Pajama pants
	Shorts
	Athletic Leggings
	Miniskirts
	Fishnets
	Denim or denim looking Garments, Jeans (Exception: unless previously approved by Department Leadership)
	Shorts
	Work boots (Exception: unless previously approved by Department Leadership)
	Sandals or flip flops
	Detectable cologne or aftershave; Fragrance & essential oil use discouraged

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