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## Dress and Appearance Policy

### Policy

ARUP establishes standards for grooming, dress, and appearance that define appropriate attire for the workplace environment and for business activities. ARUP workforce members are required to dress according to the standards established in this policy.

### Purpose

ARUP has set itself apart as a great place to work. Our reputation in the community is unsurpassed for the quality of our workplace and the commitment of our employees to live the five Pillars of our Culture. The ARUP workforce should maintain a professional appearance and atmosphere in which we demonstrate the quality of ARUP's culture and the commitment to our mission.

Additionally, ARUP workforce members who interact with clients, prospective clients, and the community outside of the company as part of business activities represent the organization to the public. These workforce members are held to a higher level of professionalism in dress and personal appearance. All ARUP workforce members are representatives of the company in the eyes of the customer and the community.

Our commitment to excellence and the standards set forth in this policy will ensure that ARUP maintains a professional appearance and atmosphere in which to carry out our mission to improve patient care. In addition, it ensures workforce member health and safety within the organization, and compliance with OSHA requirements.

### Scope

This policy applies to all ARUP workforce members.

### Related Documents

The following documents contain additional information.

- [CORP-POLICY-0236](#), *Bloodborne Pathogen Exposure Control Plan*
- [CORP-POLICY-0245](#), *Chemical Hygiene Plan*
- [CORP-POLICY-0145](#), *Personal Protective Equipment Program*
- [CORP-POLICY-0029](#), *Employment: ARUP*
- [CORP-POLICY-0189](#), *Technical Operations General Laboratory Policy*

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### Definition

**Workforce Members**—means all employees, medical directors, residents, fellows, and any other person whose conduct in the performance of work for ARUP, is under the direct control of ARUP, whether or not such individuals are paid by ARUP.

### Responsibility

- The **Executive Committee** is responsible for the content of this policy.
- **Supervisors, administrative officers, department managers, and the appropriate vice presidents** are responsible for establishing, communicating and enforcing the dress code within their respective sections.

### Requirements

Specific requirements for this policy are described in the following sections.

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### General Requirements

- A. Clothes must be clean, neat and reflect professionalism. Clothing and appearance should ensure modesty at all times.
- B. Any dress, appearance, or hygiene factor that interferes with safety, productivity, workforce relations or customer relations, or otherwise compromises the image or reputation of ARUP is prohibited.
- C. Individual sections must adopt this general policy as written. Supervisors may initiate department-specific supplemental policies. Any such additions must be approved by Human Resources. Both the Human Resources Department and the respective section retain copies of approved supplemental policies.
- D. Workforce members working directly with the public or outside of the ARUP Research Park Facilities should not conflict with the dress and appearance rules for the facility in which they work.

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- E. Employees in violation of this policy will be sent home on their own time to correct the situation. Repeated infractions are considered grounds for further disciplinary action, up to and including termination.
- F. Additional requirements for Technical Operations workforce members may apply. In the event that Technical Operations policies are more comprehensive than Corporate policies, Technical Operations policies will apply. See [CORP-POLICY-0189](#), *Technical Operations General Laboratory Policy*.

### General Hygiene and Personal Appearance

- A. **Hair** must be clean and groomed.
- B. Clean and groomed mustaches, sideburns, and beards are acceptable.
- C. **Fingernails** should be neat and clean.
- D. **Make-up** should be conservative and, for safety reasons, may not be applied in laboratory work areas.
- E. All workforce members should practice **good personal hygiene**.
- F. **Jewelry** may be worn with discretion and consideration of safety precautions. Dangling chains, necklaces, rings, earrings, and bracelets could be dangerous. Excessive or unprofessional jewelry is not appropriate in the workplace.
- G. **Visible body piercing jewelry** may be worn on the ear only.
  - **Earrings** must be professional in appearance and meet all safety standards related to job duties. Earrings are **limited to three per ear**.
  - Individuals may not wear **ear gauges** to work without flesh-colored inserts.
  - **Tongue piercing** jewelry/inserts may not be worn while at work.
- H. **Tattoos**—visible tattoos that are extremist, indecent, sexist, or racist are forbidden. Due to some employees' interaction with clients, prospective clients, and the community outside of ARUP, visible tattoos may not be allowed in certain departments.

### Dress and Apparel

- A. **Clothing** should be appropriate for the job and must be clean, neat, and in good repair.
- B. Clothing, especially tee shirts, **displaying pictures or comments** must not be worn to work. While pictures or comments may not be offensive to the wearer, they may be offensive to others. **Logos**, if displayed, must be no larger than two inches by two inches. Conservative and modest dress is required.
- C. **Modest dress is required**. Revealing or excessively tight clothing is unacceptable. Visible cleavage, hips, stomachs, or lower backs are not allowed. Spaghetti strap shirts, belly shirts,

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tank tops, tube tops, bare midriffs, and deep U or V necks are not appropriate for ARUP's professional work environment.

- D. Workforce members may not wear **shorts or sweat suits** (sweats) at work. Sweat suits and shorts do not promote an appropriate professional image at ARUP. They may also present a significant safety concern.
- E. **Dresses** and skirts should be of a modest length.
- F. **Jeans** may be appropriate attire based on the section in which the employee works. Jeans, when worn, must be clean, neat, and in good repair.
- G. **Shoes** worn must meet OSHA safety standards and regulatory requirements relative to the specific work location.
  - Open-toed and open-heeled shoes, perforated shoes and sneakers are not allowed in the laboratory areas, or other areas subject to foot safety concerns. ARUP defines "sneakers" as tennis or running shoes made of canvas.
  - Footwear must be clean, in presentable condition, and professional. Flip flops are not appropriate.
- H. **Undergarments**, including bra straps, should not be visible at any time.
- I. **Offensive, harassing or derogatory words, symbols or pictures toward members of protected groups are prohibited** from clothing or jewelry worn in the workplace.
- J. **Headwear** (baseball caps, sweatbands, sweatshirt hoods, etc.) is generally not allowed.
- K. ARUP designates those sections in which a standard uniform is mandatory. Anyone working in a section with a standard uniform is required to wear the designated uniform at all times while on duty.
- L. Non-laboratory employees must wear a lab coat when visiting or conducting business in a laboratory work area. Extra coats are made available for these temporary uses.
- M. **Lab coats** may not be worn out of the working area in the central facility. For example, lab coats are not worn in
  - classrooms
  - break rooms
  - administrative work areas, including the lobby area
  - restrooms

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N. **Professional business attire** is the standard for workforce members representing ARUP at a customer site or other public event in which there is direct contact with customers, potential customers, or visitors. Clothing should be appropriate for the event. Conservative and modest dress is required.

Appropriate attire includes but is not limited to

- Males—business suit with collared shirt and tie
- Females—business suit with pants *or* business suit with skirt *or* dress with jacket/blazer

**Note:** Refer to the [Appendix](#) for additional guidance on appropriate professional business attire.

This requirement does not apply to workforce members attending education classes, seminars, or conferences unless clients or potential clients may be present. However, ARUP workforce members should always strive to represent ARUP in the best possible light when traveling and attending seminars and conferences at ARUP's expense.

### General Notes

Management reserves the right to use professional judgment to address employees with regards to their attire.

Individuals requesting an accommodation to the ARUP Dress and Appearance guidelines should contact Human Resources.

### Appendix

Guidance for Professional Business Attire

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### Appendix—Guidance for Professional Business Attire

Any workforce member who is unsure about the appropriateness of a particular item, should seek guidance from his/her immediate supervisor.

<b>Appropriate Business Casual Attire</b>	
<ul style="list-style-type: none"> <li>• Jeans (newer, dress or fashion), <i>for travel only</i></li> <li>• Slacks or khakis (below the calf or longer)</li> <li>• Suits, sport coats, or blazers</li> <li>• Skirts/Dresses—must be no shorter than three inches above the knee</li> <li>• Skorts—must be worn with jacket or blazer</li> <li>• Shirts with collars; polo shirts</li> <li>• Capri Pants</li> </ul>	<ul style="list-style-type: none"> <li>• Turtlenecks, sweaters</li> <li>• Blouses—not backless or low-cut (sleeveless blouses must have 3-4 inches of material covering the shoulder)</li> <li>• Dresses—not backless or low-cut (sleeveless dresses must have 3-4 inches of material covering the shoulder)</li> <li>• Dress or casual shoes, open toed shoes</li> <li>• Denim skirts, dresses, or shirts</li> </ul>

<b>Inappropriate Business Casual Attire</b>	
<ul style="list-style-type: none"> <li>• Shorts</li> <li>• Tank tops</li> <li>• Overalls</li> </ul>	<ul style="list-style-type: none"> <li>• Tee shirts with slogans and/or without sleeves</li> <li>• Tennis shoes, hiking shoes, flip-flops, thongs</li> </ul>

<b>Unacceptable Items:</b> These are some items that are unacceptable regardless of the situation, event, or activity.	
<ul style="list-style-type: none"> <li>• Unauthorized hats/ball caps or other head coverings in the building</li> <li>• Any excessively oversized or baggy apparel</li> <li>• Any ripped or torn clothing</li> <li>• Dirty or foul smelling clothing</li> <li>• Displaying of undergarments of any kind</li> <li>• Potentially offensive language or slogans on any piece of attire or conspicuous part of the body</li> <li>• Clothing that reveals too much cleavage, back, chest, or stomach</li> </ul>	<ul style="list-style-type: none"> <li>• Athletic wear, spandex, work-out attire—unless specifically involved in an athletic activity</li> <li>• Excessively tight, revealing, distracting, or provocative clothing</li> <li>• Excessive/strong aftershave, cologne or perfume</li> <li>• Shaggy, unkempt hair including sideburns, moustaches, and beards</li> <li>• Facial piercings other than on the ear.</li> </ul>