

## Dress and Appearance Policy

### Policy

Workforce members are expected to be mindful of personal appearance and to give consideration to neatness and cleanliness. Workforce members should dress in a manner appropriate to the work situation, with due consideration to the business needs of the company, other employees, and safety.

### Purpose

All ARUP employees should dress according to the work performed and in compliance with OSHA requirements as appropriate. ARUP workforce members who interact with clients, prospective clients, and the outside community are expected to dress in a manner normally acceptable in professional business establishments.

### Scope

This policy applies to all ARUP workforce members.

### Related Documents

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

### Definition

See [CORP-APPEND-5170A](#), *Glossary: Technical Terms*.

### Records and Retention

NA

### Responsibility

- **Human Services** is responsible for the content of this policy.
- **Supervisors, department managers, and applicable leadership** are responsible for establishing, communicating, and enforcing the dress code within their respective sections.

## Dress and Appearance Policy

### Requirements

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

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### General Guidelines

- A. Clothes must be clean and neat. Clothing and appearance should ensure appropriate coverage at all times.
- B. Dress, appearance, and hygiene factors should support safety, productivity, and workforce and customer relations.
- C. Individual sections should adopt this general policy as written. Supervisors may initiate department-specific supplemental policies. Any additions must be approved by Human Resources (HR).
- D. Workforce members should adhere to the dress and appearance rules for the facility in which they work (e.g., University of Utah locations).
- E. Additional requirements for technical operations workforce members and any other workforce member who enters any laboratory area may apply. In the event technical operations policies are more comprehensive than corporate policies, technical operations policies apply. See [CORP-POLICY-0189](#), *Technical Operations General Laboratory Policy*.
- F. Employees in violation of this policy may 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.

### General Hygiene and Personal Appearance

- A. Hair must be clean and groomed.
- B. Hair longer than shoulder length is tied or pinned back in laboratory areas to prevent unintentional contamination with chemicals and/or biohazardous and to prevent snagging or catching in instruments.
- C. Clean and groomed mustaches, sideburns, and beards are acceptable.
- D. Fingernails should be neat and clean.

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- E. Cosmetics may not be applied in laboratory work areas.
- F. Jewelry may be worn with discretion and consideration of safety precautions.
- G. Visible body piercings is limited to:
  - Earrings which must be professional in appearance and meet safety standards related to job duties.
  - Employees with gauged ears must wear inserts during work hours.
  - Small nose piercings (studs) are acceptable; septum piercing is not acceptable.
- H. Visible tattoos that are extremist, indecent, sexist, or racist are not appropriate. Due to some employees' interaction with clients, prospective clients, and the community outside of ARUP, visible tattoos may not be allowed in certain departments including all University Healthcare locations. The acceptability of tattoos varies, based on the specific position an employee holds but is determined based upon:
  - perceived offense, and
  - community and business norms.

### Dress and Apparel

- A. Clothing should be appropriate for the job and must be clean, neat, and in good repair.
- B. While pictures or comments on clothing may not be offensive to the wearer; they may be offensive to others and are subject to management discretion.
- C. Dresses and skirts should be professional and appropriate in length.
- D. Jeans may be appropriate attire based on the section in which the employee works. Jeans must be clean, neat, and in good repair. Jeans are not allowed at University of Utah locations.
- E. Clothing not allowed to be worn by workforce members while working includes, but is not limited to, the following:
  - Shorts or sweats
  - Shirts with language or graphics that are vulgar, sexually explicit, or otherwise offensive
  - Attire that is revealing or provocative:
    - See-through blouses or shirts
    - Halter tops, or similar attire
    - Tank tops
    - Clothing that allows bare midriffs
    - Sagging pants
- F. Shoes worn must meet OSHA safety standards and regulatory requirements relative to the specific work location.
  - Closed-toed and closed-heeled shoes which protect the entire foot are worn at all times in the laboratory. Shoes should be made of leather or synthetic material and should not have any perforations. Socks or stockings must always be worn in laboratory testing areas.

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- Footwear must be clean and in presentable condition. Flip flops are not appropriate. Traction and ankle support should be taken into consideration in winter months.
- G. Headwear (baseball caps, sweatshirt hoods, etc.) is generally not allowed.
- H. 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.
- I. Non-laboratory employees must wear a lab coat when visiting or conducting business in designated laboratory work areas. Visitor lab coats are made available for temporary use.
- J. Lab coats may not be worn in designated clean areas in the central facility. For example, lab coats are not worn in:
- classrooms
  - conference rooms
  - break rooms
  - cafeteria
  - administrative work areas, including the lobby area
  - restrooms
- K. When representing ARUP at a public event, clothing should be appropriate for the occasion. 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.

### Policy 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 HR.

### References

NA

### Supporting Documents

NA

### Appendix

NA