

### Personal Appearance HR.P20

**Regulation(s):** | None  
**L-Tag(s):** | None

**POLICY:** Employees are expected to present a professional appearance when representing Lifesong Hospice and Palliative Care.

**PROCEDURE:**

1. Employees are expected to exercise good judgment in choosing appropriate clothing for work and care in grooming, personal hygiene and cleanliness.
2. Employees are required to wear the official hospice ID Badge while on duty.
3. The following types of clothing are specifically not permitted for staff:
  - a. sandals, flip flops or other open toe shoes (for staff engaging in direct patient care);
  - b. halters, tank tops or shirts with spaghetti straps;
  - c. T-shirts;
  - d. denim fabric clothing of any kind;
  - e. sweat pants or jogging suits; and
  - f. clothing that is excessively tight or revealing
4. Employees are expected to attend to their personal grooming and hygiene with the following guidelines:
  - a. hair should be clean and nicely groomed;
  - b. men should be shaven with facial hair well-groomed;
  - c. fingernails should be trimmed and clean and at a professional length
  - d. no offensive tattoos or body art should be visible – employees with explicit or graphic tattoos must make attempts to cover these with clothing, make-up or by other means;
  - e. body piercing should not be excessive; and
  - f. perfume, cologne or after shave should not be used.

<b>Created:</b>	<b>Reviewed:</b>	<b>Revised:</b>	<b>Effective:</b>
7/18	2/19		4/2019
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