

**UPMC  
POLICY AND PROCEDURE MANUAL**

**POLICY: HS-HR0714  
INDEX TITLE: Human Resources**

**SUBJECT: Dress Code  
DATE: October 19, 2009**

**I. POLICY**

It is the policy of UPMC that personal appearance reflects overall cleanliness, good grooming and professional identity. These guidelines were developed in careful consideration of our safety, infection control and public image. Exceptions to this policy may be made based on verified medical and religious needs.

**II. SCOPE/PURPOSE**

United States based UPMC staff members are expected to present a professional, business-like image at all times in its domestic locations. For patients and visitors, the appearance of the UPMC staff can be an indication of the quality of care they can expect. Each staff member is to dress in a manner that encourages respect for the dignity of staff members, patients, and visitors and enhances the professional environment of UPMC, as well as identifies the level of care for which he/she is responsible. **Each business unit and/or department may have additional dress code guidelines.**

**III. GENERAL GUIDELINES**

A professional appearance must be maintained at all times. Clothing must be clean and neat and appropriate undergarments are to be worn.

The UPMC photo identification badge must be worn at all times by all staff members in hospitals and nursing homes. The UPMC photo identification badge must be worn above the waist, with name and other preprinted information visible. No unauthorized attachments are to be placed on the identification badge.

Any staff member who does not meet the standards of this policy will be subject to corrective action, which may include being required to leave the premises. Nonexempt staff members (those staff members subject to minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy.

**A. Tattoos**

1. Tattoos must be small in size, minimally noticeable, not on the face, non controversial (not advocating an interest), and inoffensive to patients, visitors, families, and other employees.
2. Employees that object to these guidelines must cover tattoos during work hours.

**B. Guidelines for Staff Members without Uniform Requirements**

1. Acceptable personal appearance is an ongoing requirement of employment. Examples of professional, business attire are:

<b>Men</b>	<b>Women</b>
Suits	Suits
Dress shirts with tie	Dress blouse
Dress slacks	Dress slacks
Sports Coat	Blazer, sweater
Dress shoes	Dress shoes, dress open toe shoes, dress sandals (no flip flops/ beach-type sandals)
	Dresses, skirts (appropriate length for business and professional environment)

2. At its discretion, each Business Unit may allow staff members to dress in business casual attire. On these occasions, staff members are still expected to present a neat appearance. Examples of appropriate business casual attire includes:
  - Slacks
  - Collared shirts (with or without tie)
  - Sports coats
  - Blazers
  - Sweaters
  - Skirts
  - Dresses
  - Hard soled shoes
3. Colored or decorative sweatshirts (including hoodies), shirts, sweaters or denim jeans/skirts may be worn on special holidays or occasions whenever permission is given from individual Business Units.
4. Hair should be neat, clean. Hair color of an unnatural tone to include unnatural tones of natural colors is not permitted (green, blue, purple, etc.)

5. Beards and mustaches should be short, clean and well groomed.
6. Wearing excessive jewelry and cologne is not appropriate. Facial and oral jewelry is not permitted.
7. Nails should be well groomed.

**C. Guidelines for Staff Members with Direct Patient Care and/or Uniform Requirements**

1. Staff members required to wear uniforms must comply with established uniform color guidelines.
2. The uniform requirements for this policy do not apply to surgical, operative and invasive procedure areas including LDRP's (Labor Delivery Recovery Postpartum) and areas where other dress is indicated for safety or therapeutic reasons.
3. Cardigan sweaters of matching color may be worn over a uniform. Pullover sweaters cannot be worn with a uniform unless authorized as part of an official uniform.
4. In consideration for infection control and patient safety:
  - Hair should be neat, clean and pulled back with small simple hair accessories so hair does not come in contact with the patient. Hair color of an unnatural tone to include unnatural tones of natural colors is not permitted (green, blue, purple, etc.)
  - Beards and mustaches should be short, clean and well groomed.
  - Wearing excessive jewelry and cologne is not appropriate. Dangling earrings or hoops larger than one inch are not permitted. Earrings are limited to two (2) per lobe. Facial and oral jewelry is not permitted.
  - Nails should be well groomed and kept to a length that is not detrimental to patient safety.
  - When having direct contact with patients at high risk, artificial fingernails or extenders must not be worn and natural nail tips must be less than one quarter (1/4) inch long.
  - Footwear must be a clean, closed-toed duty or leather or vinyl athletic shoe.

5. Colored or decorative sweatshirts, shirts, or sweaters may be worn on special holidays or occasions whenever permission is given from individual Business Units.

**SIGNED:** Gregory K. Peaslee  
Senior Vice President UPMC, Chief Human Resources and Administrative  
Services Officer

**ORIGINAL:** February 8, 2001

**APPROVALS:**

Policy Review Subcommittee: September 10, 2009

Executive Staff: October 19, 2009

**PRECEDE:** August 3, 2009

**SPONSOR:** Senior Vice President UPMC, Chief Human Resources and Administrative  
Services Officer