I. POLICY STATEMENT

It shall be the policy of the University of Michigan Health System (UMHS) to mandate a dress and appearance standard for its employees in order to present a professional image to patients and visitors at all times.

II. POLICY/PROCEDURE PURPOSE

The purpose of this policy is to specify and communicate standards of dress for UMHS employees, so that a professional image is presented. It is also the purpose of this policy to be least restrictive to employee clothing preferences, consistent with presentation of a professional image, employee and patient safety. In keeping with University of Michigan standards of non-discrimination, this policy or any further departmental/unit specific definitions allowed therein are to be applied uniformly regardless of employee gender identity, gender expression, or any gender restrictions typically associated with specific forms of dress.

III. DEFINITIONS

Professional Image: an impression of employee competence which causes patients and visitors to feel confident that all UMHS employees have the expertise and the commitment to provide care and services of the highest quality.

Public Areas: areas within UMHS buildings to which patients and/or patient visitors have access. These areas include inpatient units, clinics, outpatient service areas, lobbies, hospital and clinics, hallways, and certain laboratory and pharmacy areas that patients visit.

Regularly Utilize: for purposes of this policy, refers to areas for the purpose of completing job responsibilities, for the purposes of enjoying breaks, meals and rest times, for the purposes of travel from one point to another.

Employees: all persons providing services to UMHS, for which they are receiving pay. This includes instructional, regular and temporary staff.

Appropriate to Job Responsibilities: clothing which is the expectation of the occupational group to which the employee belongs and which meets the needs of the job, such as freedom of movement for reaching/bending.

Uniform: for purposes of this policy, clothing which has no variation and is identical for every employee within a specific group/responsibility and which is used to identify an employee as a member of that specific group OR as working in that specific responsibility.
IV. POLICY STANDARDS

A. Workplace attire must be neat, clean, and appropriate for the work being performed and for the setting in which the work is performed. Employees are expected at all times to present a professional, businesslike image to patients, visitors, customers, students and the public.

B. Each UMHS employee shall be responsible for practicing acceptable standards of personal hygiene and grooming. In addition, one's person and clothing is to be free of offensive odors (such as the smell of smoke, heavy fragrances, etc.).

C. Apparel and gear containing political, commercial or other words, symbols or graphics that may interfere with the objective of providing quality care to patients and reassurance of same to their families is restricted.

D. Uniforms and specific dress attire may be required based on the position and responsibilities.

E. Appropriate grooming and hygiene standards are required by all staff.

F. Regardless of dress, all employees must wear their University of Michigan ID badge at all times while at work. The ID badge should be prominently displayed according to department guidelines, in the absence of department guidelines, the ID badge should be displayed above the waist.

G. UMHS makes reasonable accommodations for employees with disabilities, sincerely held religious belief, or needs related to ethnicity, provided that the reasonable accommodation does not pose a safety or health risk.

H. Tattoos and piercings may need to be concealed for employees who work in patient care areas. If tattoos are on a body part that cannot be concealed by clothing, the tattoos cannot be offensive, i.e. including obscene or offensive language or subject matter.

I. If a staff member’s job includes ‘hands-on’ direct patient care, nails are to be kept short (cannot extend past the tip of the finger) and clean.

J. Headphones, either those required by work or personal, shall not be worn in public areas.

K. Cloth hair coverings and/or shoe covering “footies” are necessary for certain employees to wear in completion of job responsibilities, these shall not be worn in public areas other than the areas in which those responsibilities are completed. Safe, appropriate footwear should be worn while performing assigned duties. Flip Flops shall not be worn in public areas.

L. Each unit/department can determine its own definition of acceptable appearance and grooming standards and can have more restrictive policies dependent upon the needs of the unit/department. These additional unit/departmental needs should be in alignment with established safety and/or patient care requirements. In addition, each unit/department is responsible for communicating the standards of this policy, as well as any unit/department policy.

M. All supervisor/management staff members shall be held responsible for enforcement of this policy with their employees.

N. Employees who do not comply with this policy and/or their unit specific policy, shall be subject to progressive disciplinary actions. An employee could be asked to leave the premise to change clothing. Continued noncompliance shall result in dismissal.

V. References

"Work Rules" - UM Standard Practice Guide 201.05
Authors: Health System Human Resources;

Approved by: Executive Director and CEO, UMHH - May 11, 1998; January 10, 2007;

Reviewed by Jan Mulcrone, Director, Human Resources, October, 2004 - No substantive changes were made;
Stephanie Schroeder, Director, Human Resources, December 2012 - changes including adding guidelines on tattoos and body piercings, headphones and political apparel; January 6, 2015 - No changes

Reviewed by Jan Mulcrone, Director, Human Resources, December 27, 2006, September, 2007; August 21, 2008; Stephanie Schroeder, December 2012
Approved by: Senior Management Team - September 4, 2007; December 31, 2012
Approved by: Executive Director and CEO, UMHH - September 21, 2007; August 22, 2008;
Approved by CEO, UMHH - January 8, 2013

Section IV.H revised 11/28/11 - language approved by Infection Control Committee; and, Deborah Childs, Chief Human Resource Officer, UMHS

Reviewed by Stephanie Schroeder, HR, with no changes required - December 24, 2015

Revised by Michigan Medicine Human Resources March 2020, approved by Stephanie Schroeder, Senior Director of HR Services

## Attachments

- Suggested Posting Language

## Approval Signatures

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<tr>
<th>Step Description</th>
<th>Approver</th>
<th>Date</th>
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<tr>
<td>Owner Approval</td>
<td>Stephanie Schroeder: Human Resources Director [JL]</td>
<td>04/2020</td>
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## Applicability

Michigan Medicine Administration, UMHS Clinical