

### Professional Presentations & Appearance (Dress Code) Summary

**New Employee Orientation is your first day of work, at which time you are expected to comply with the dress code.**

#### **For All Employees**

- Good personal hygiene is required, including bathing and grooming.
- Clothing must be neat, clean, wrinkle-free, and in good repair.
- Highly fragranced lotion, perfume, cologne and/or smoke odor must be avoided.
- Hair must be worn in a professional manner and in a way that prevents contamination and does not present a safety hazard.
- Mustaches and beards must be well groomed. Facial hair cannot interfere with seals on masks.
- Jewelry must be kept to a minimum.
- Piercings are permitted, but excess piercings may have to be removed if deemed unprofessional. Piercings may not have loops of any kind (only studs are permitted), except loop earrings are permitted in areas not providing direct patient care. Gauges may be worn if they are no larger than 1<sup>1</sup>/<sub>4</sub> inches (32 mm).
- Tattoos may be visible below the neck; however, inappropriate tattoos that are profane, hateful, gang- or drug-related, otherwise vulgar or obscene must be covered.

#### **Prohibited items include but are not limited to the following:**

- Shorts, unless authorized by the department manager for operational reasons
- All denim jeans
- Cargo pants, stretch pants, or sweatpants
- Leggings, unless worn with a top that extends down to at least mid-thigh
- Sweatshirts or hoodies
- All fleece material
- T-shirts with logos
- Tank or tube tops, halter tops, tops with spaghetti straps, or strapless tops or dresses
- Any tight, low cut, or sheer clothing, or any attire that exposes skin between the top and bottom layer of clothing
- Skirt/dress length and/or tops of slits cannot be shorter than half way between the top of the knee and mid-thigh
- Flip flop sandals or shoes with individualized toes ("barefoot shoes")
- Hats, unless an employee works outside, is required for safety, is required for medical reasons, or is associated with religious beliefs
- Departments may prohibit other items that violate infection control or other regulatory standards applicable to that department

**For Areas Involving Direct Patient Care**

- Footwear should be safe, supportive, clean, and non-noise producing; no open-toe shoes may be worn
- Hose, stockings, or socks must be worn
- Nail enhancements are not allowed while providing direct patient care; natural nails must be less than  $\frac{1}{4}$  inch-long; polish must not require soaking and must be easily removable with nail polish or acetone; nail polish must not have chipping or lifting.
- Hair must not block line of sight and must not touch the patient while providing care. Plastic headwear (barrettes, headbands, clips, etc) and ponytail holders may be worn.

**For Clerical or Business Positions Not Involving Patient Contact**

- Business casual dress is appropriate for clerical and business employees. For men, this includes belted pants and long or short sleeves, collared dress knit or sport shirt. For women, this includes skirts (see policy), slacks and blouses or sweaters. Hosiery may be optional, as determined by the manager based upon the degree of contact with the public.
- In work areas where nail polish can be worn, it must be in neat condition and not chipped.

**Professional Dress**

- Professional employees include administrators, managers, supervisors, professionals, and support personnel who routinely work in administrative areas and/or who will have non-patient-care interactions with the public, community representatives, and other University officials.
- Employees required to wear professional dress attire need to present an appearance consistent with their daily activities that engenders a sense of confidence, trust, and that meets customer/patient expectations.
- In work areas where nail polish can be worn, it must be in neat condition and not chipped.

**Uniforms/Safety Shoes**

- If uniforms of a designated color with a Hospital-approved logo are required by UNM Hospital as a condition of employment, employees will be required to wear their uniforms on the job and assume full responsibility for their cleanliness and maintenance.
- If required uniforms are furnished by UNM Hospital, items will be replaced annually by UNM Hospital based on normal wear and tear. Where it is the practice to furnish and maintain aprons, smocks, or other apparel, such practice will be continued.
- If safety shoes are required and furnished by UNM Hospital, the practice will continue. As a condition of employment, employees will be required to wear their safety shoes on the job and assume full responsibility for the maintenance of such shoes.

**Uniforms/Safety Shoes (cont'd)**

- Employees who are required to wear standardized uniforms/attire may wear an approved uniform jacket with a uniform top. Employees may wear a shirt or turtleneck underneath their uniform top that is complementary in appearance, including holiday prints during the appropriate season. Undershirts with tattoo-appearing sleeves are prohibited.

**Lobo Game Day Attire for Employees**

- During UNM's academic school year, UNM Hospital's payday Fridays are designated as Lobo Game Days. The intent of Lobo Game Day is to instill a sense of University pride while maintaining awareness and sensitivity to patients and customers.
- On Lobo Game Days, employees who are required to wear uniform scrubs may wear the following Lobo apparel and accessories:
  - Lobo shirts or turtlenecks underneath uniform scrubs
  - Lobo lanyards
- On Lobo Game Days, employees who are **not** required to wear uniform scrubs may wear the following Lobo apparel and accessories:
  - Collared Lobo shirts with Khaki pants or dress pants/skirt
  - Lobo ties, scarves, and suspenders
  - Lobo lanyards

**Identification**

- The employee identification badge must be displayed above the waist line at all times while on duty. Extraneous pins or decals are not to be placed on the front of the badge. Neither the employee name nor the employee photo on the badge is to be obscured (refer to the HSC Identification Badge System Procedure).

**Enforcement**

- Supervisory/Management personnel are responsible for requiring employees in their unit/department to comply with the dress code and for counseling/disciplining employees who do not meet the requirements.
- Any employee who reports for work and is not in compliance with the guidelines set forth in this policy or in their department may be sent home to change or a lab coat or scrubs may be provided for the scheduled shift. Employees sent home to change for failure to comply with this policy will be placed on administrative leave and may be disciplined

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