



Team Name: Human Resources Team Lead: Regional Lead – Human Resources Approved by: Regional Lead – Human Resources	Reference Number: ORG.1511.PL.001 Program Area: Human Resources Policy Section: Recruitment & Retention
Issue Date: March 10, 2016 Review Date: Revision Date: April 26 2022	Subject: Dress Code: Attire & Grooming

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POLICY SUBJECT:

Dress Code: Attire & Grooming

PURPOSE:

Southern Health-Santé Sud requires all employees to dress and groom in appropriate standards of professionalism, maintain a positive and respectful image, and instill public trust and confidence.

BOARD POLICY REFERENCE:

Executive Limitations (EL3) Treatment of Staff

POLICY:

Southern Health-Santé Sud requires all employees to recognize and respect that their dress choices affect not just their own comfort but that of their colleagues, the workplace environment and the image Southern Health-Santé Sud is trying to convey to clients, potential clients and workplace visitors. Employees are expected to maintain a clean and neat appearance at all times, dressing in a manner appropriate for the work being performed and consistent with safety rules, department regulations and considerations.

PROCEDURE:

Following specific department standards and requirements, employees must adhere to and follow dress code consistent with the work performed.

1. Attire

- Clothing must be clean, neat and in good repair.
- Appropriate undergarments must be worn and should not be visible by style or color.
- Business casual is permitted ensuring a professional image, on occasions where the activity warrants this attire and or at the discretion of the manager.

Clinical Attire

- Uniforms shall be neat, clean and in good repair.
- Where applicable, aprons and lab coats may be required as per department regulations.
- Clinical employees are encouraged to bring a change of clothes and change after their shift and to not wear work attire in public due to the increased risk for viral spread.

Unacceptable Attire

- Revealing clothing.
- Clothing that contains logos that are/could be offensive, profane, sexually suggestive, or support the use of alcohol or drugs.
- Exercise attire such as casual shorts/sweat pants etc; except on occasions where the activity warrants this attire.
- Lounge wear including pajamas.
- Caps or bandanas.

2. Footwear

- Footwear must clean and in good repair.
- Employee shall wear shoes which provide adequate support and safety for the activities performed.
- Direct Service Employees must adhere to specific department requirements regarding safety and infection control standards and wear only footwear with closed toe and socks.

3. Personal Grooming

- Hair must be clean and neatly combed at all times.
- Beards, mustaches, and sideburns are acceptable, however must be clean and neatly trimmed.
- Direct Service Employees must have their hair tied back from the face (for infection control reasons) when working with clients.

4. Jewelry and Accessories

- Employees may wear moderate amounts of jewelry in keeping with a professional manner however any type of jewelry that may cause potential of injury or infection while performing the function of their position must not be worn.
- No visible tattoos are allowed that may be interpreted as offensive.
- Small nose studs, watches, wedding bands, professional pins, and small pierced earrings in moderation are acceptable.

5. Personal Hygiene and Cosmetics

Good personal hygiene is of the utmost importance for employees when dealing with patients/resident/clients and when working in close proximity with each other. Attention to personal hygiene is best dealt with as a personal responsibility by each employee.

- Employees are expected to practice personal cleanliness, including management of body odours and foul breath.
- Employees who wear makeup should ensure a professional image.
- Employees are required to perform hand hygiene frequently, after using the bathroom, going on breaks, starting their shifts, sneezing, after combing or touching their hair, smoking, after provision of care to each client etc.
- Employees are expected to ensure fingernails are clean and neatly trimmed and adhere to specific department requirements.

REFERENCES:

Public Health Act

Hand Hygiene Policy [CLI.8011.PL.001](#)