Employee Dress Code Policy

First impressions are extremely important for the development of business relations as well as the continued professional image of our team. As reflections of our practice, it is important that we all promote ourselves in a professional manner by abiding by the following dress code guidelines:

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| **Doctor** | Black scrubs will be provided, which must be worn with name tag |
| **Assistant** | Black scrubs will be provided, which must be worn with name tag.   * Arms and above the neck are the only “skin” that should be showing * No jewelry may be worn on wrists * Hair must be tied back or a surgical hood is required |
| **Front-office staff** | Black blazer will be provided, which must be worn with business casual clothing and name tag.   * Shirts may not be low cut or too tight * No open-toed shoes or flip flops |
| **Back-office staff** | Scrubs will be provided for all back-office staff. |

All staff are to ensure their clothes are pressed with no wrinkles or stains. Any staff who show up with wrinkled and stained clothes will be sent back home to change. Any staff that wear scrubs that are tight or showing skin will be sent home and given a warning.

Scrubs run one size smaller than normal clothing sizes. When ordering new scrubs, order one size larger than you normally buy for your clothes. Your scrubs must allow you to move around easily and should fit in a way that does not show the skin on your back or stomach when lean over or reaching up. If this does occur, you must wear a black camisole/tank top under the scrub top.

Management will evaluate multiple factors to determine whether jewelry or tattoos may pose a conflict with the employee’s job or work environment. These factors include:

1. Productivity or performance expectations.
2. Offensiveness to co-workers, patients, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
3. Patient complaints.

If management determines that an employee’s jewelry or tattoos present such a conflict, the employee will be encouraged to identify more appropriate options, such as removal of excessive jewelry and covering of tattoos.

An environment of mutual cooperation, respect, and fair treatment for all employees is our company’s goal. As an initial step toward resolution of any complaint or offense under this policy, supervisors and managers will be responsible for explaining the policy and answering employee questions.

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