

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Workplace Attire

Original Issue Date: 10/01/2025

Number: HR- B.2

Page: 1 of 2

Review Date:

Revision Date:

Originating Department: Human Resources

Approved By:



Purpose:

To establish guidelines relating to professional appearance, attire and personal hygiene.

Policy:

All employees, independent contractors, (and students completing rotations) must be groomed and appropriately dressed while on duty. It is important that each employee presents a personal appearance appropriate to the work being performed. It is the policy of TCMS to require personal hygiene, grooming, dress, and appearance of staff, to meet appropriate dress code standards while on duty.

GENERAL GUIDELINES:

The nature of our business requires a professional image that is also compliant with the medical standard of care and all applicable laws and regulations.

In general, the following guidelines should be used to assist in determining appropriate attire:

All clothes should be clean, of proper fit and in good condition. If uniforms are required, they must be of the established color and style specified.

- T-shirts (TCMS shirts permitted), jogging outfits, extremely short skirts/shorts or other unprofessional clothing may not be worn.
- Blue jeans are permitted when worn with approved TCMS shirts.
- Drivers are required to wear Khaki or dark solid pants, cargo shorts with appropriate length and Polo style collared tops.
- Medical staff are required to wear scrub pants and tops.

Tender Care Medical Services, Inc.

- Office staff are required to wear casual business attire (khakis, slacks, skirts worn at the knee or longer).
- All employees **MUST** wear appropriate non-slip, closed toe shoes that cover the entire foot to protect feet from injury.
- Nails must be clean, short and properly maintained. Artificial, acrylic or gell nails of any nature are not permitted as they can increase the transmission of infections and so not to cause injury to patients or interfere with patient care.
- Facial hair must be clean and neatly maintained.
- Hair must be secured so that it does not touch patients or interfere with patient care.
- Minimal jewelry may be worn (no hanging or hoop earrings) so not to present a safety hazard. Visible body piercing, other than conventional earring jewelry, is prohibited unless protected by applicable laws and regulations, such as religious belief.
- Visible tattoos must meet applicable guidelines, and should not contain items such as pornography, gang symbols/signs or violate the rights such as equal employment opportunity or patient rights.
- Personal hygiene is reflected by neat grooming, absence of odors, and cleanliness. Cologne, perfumed lotions, body sprays and items of the like are **NOT** permitted.
- Identification badges must be worn at all times during the workday and must be clearly visible.
- The foregoing guidelines are not all inclusive.