Section 3	Human Resources Department	04/01/90 -Originated
Subject 3.7	Employee Relations	09/07/12 - Reviewed w changes
		08/13/02 - Reviewed w/o changes
Policy 3.1.6	**Personal Appearance**	10/03/12 - Effective
		Human Resources - Author

Personal Appearance

Policy

It is the responsibility of each employee to maintain a professional appearance that enhances the image of UTMB to the community and the public at large.

Due to the diversity of job duties and departmental operations at UTMB, departments are authorized to establish dress codes that are reasonable and that promote legitimate business and safety interests. This may include requiring low-risk footwear (e.g., rubber soles and low heels) as appropriate. Departmental dress codes must adhere to the guidelines as outlined in this document.

Guidelines

1. All employees are expected to report to work neat, clean, well-groomed and dressed in attire appropriate for their role at UTMB.
2. Employee identification badges will be worn by UTMB employees at all time while at the workplace.
3. Departments that require employees to wear uniforms must require all employees to wear uniforms regardless of sex as defined by their departmental policy. The uniform need not be identical so long as it does not denote job status based on sex.
4. Healthcare workers with direct patient contact must maintain their fingernails so that the tips of the nails do not extend past the end of the fingers. The nail surface should remain smooth. Artificial nails/wraps or acrylic overlays are not permitted. Nail polish may not be chipped or cracked.
5. Extremes in fad or fashion that may be acceptable for social events or for recreational activities may not be acceptable in the workplace. Examples of clothing that may be considered as inappropriate in the workplace include: shorts, denim, cut-offs, tank tops, bare midriffs, halters, cocktail or evening dresses, and flip-flops.
6. Department should communicate the institutional and any departmental dress codes to their employees.
7. Employees who report to work in attire that is inappropriate according to departmental policy may be sent home and may be docked for time lost or appropriate accruals may be used.