Section 2	**Policies & Procedures**	12/17/87 - Effective
Subject	**Personnel**	12/26/2008 - Reviewed
		12/26/2008 - Revised
Policy 2.1	**Department Dress Code**	Care Management - Author

Department Dress Code

Policy Overview

Staff will maintain a professional appearance that enhances the image of UTMB to the community. They will report to work neat, clean, well groomed and dressed in attire appropriate for their role.

Audience

All staff in the Department of Care Management.

Policy

Employee badges are to be visibly worn at all times.

Professional attire is defined as that generally acceptable for allied health staff in a patient care setting, and is tasteful and conservative. This definition specifically includes:

- Men are not required to wear ties, but must wear collared shirts or a jacket if wearing a collarless shirt.
- Denim skirts, dresses, or slacks may be worn anytime but no jeans except on Fridays/weekends/holidays.
- Scrubs may be worn if clean, pressed, not faded and not the blue or green hospital scrubs.

This definition specifically **excludes:**

- Thongs or flip-flop shoes
- Beach/exercise wear
- Shorts
- Mini-skirts above mid-thigh
- Faded or unkempt scrubs
- Inappropriate footwear with scrubs (anything other than sneakers or nursing shoes)

Special attire may be worn for hospital sponsored theme days or for a specific activity (e.g. moving).

Violations

The judgment of any manager in the department is considered final in questions of dress. Staff whose dress is considered unprofessional will be asked to wear a lab coat for the remainder of the working day, and will be expected not to wear the same attire again. Professional attire is addressed in the Performance Management Program.