



**Institutional Handbook of Operating Procedures**  
**Policy 03.01.06**

Section: Human Resources Policies	Responsible Vice President: EVP and Chief Business and Finance Officer
Subject: Employee Relations	Responsible Entity: Human Resources

**I. Title**  
*Personal Appearance*

**II. 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.

UTMB respects its employees’ cultural values, ethics, and religious beliefs and realizes that these may at times conflict with the patient care an employee is asked to provide. Employees seeking an accommodation should contact Human Resources Employee Relations. Requests with regard to attire based on religious beliefs will be considered on a case by case basis. Provided patient care and employee safety are not compromised, the employee’s request will be granted.

UTMB complies with applicable federal and state laws and regulations and strives to maintain an environment which does not discriminate against applicants or employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information or veteran status.

**III. 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 displayed face-up and preferably above the waist by UTMB employees at all times 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 in accordance with Healthcare Epidemiology Policy 01.14, Hand Hygiene for All Healthcare Workers.
5. Healthcare workers assigned to procedural areas must adhere to Healthcare Epidemiology Policy 01.47, Guidelines for Prevention of Surgical Site Infections, as applicable.
6. 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 inappropriate in the workplace include: shorts, denim, cut-offs, tank tops, bare midriffs, halters,

cocktail or evening dresses, and flip-flops.

7. Departments should communicate the institutional policy and any departmental dress codes to their employees.
8. Employees who report to work in attire or appearance that is inappropriate according to departmental policy may be sent home and may be docked for time lost or appropriate accruals may be used.

**IV. Dates Approved or Amended**

<i>Originated: 04/01/1990</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
10/03/2012	08/13/2002
08/15/2018	
07/21/2022	

**V. Contact Information**

Human Resources Employee Relations  
(409) 772-8696