

**NUMBER: 4.4.21****DATE: 01/06/2016****REVISION:****PAGE: 1 of 4****SECTION: HUMAN RESOURCES****AREA: EMPLOYEE RELATIONS****SUBJECT: DRESS CODE/APPEARANCE****PURPOSE**

Dress code and appearance policy for UAMS employees to present a professional image to patients, visitors, students and fellow employees.

**SCOPE**

All UAMS non-clinical employees, faculty, staff and contractors are required to adhere to this policy including those at offsite locations. (All clinical employees are required to adhere to the UAMS Medical Center Policies and Procedures HR.2.03, Dress Code.)

**POLICY**

UAMS employees are expected to maintain a neat, clean and professional appearance while at work or at a function representing UAMS and are required to adhere to the dress code associated with their position. Managers/Supervisors are responsible for enforcing this policy throughout the campus.

**GENERAL GUIDELINES****PROCEDURES****I. General Appearance****A. UAMS ID Badges**

1. UAMS ID badges will be worn at all times in an upright, readable position on the outer most layer of clothing.
2. ID badges will be worn with a clip or lanyard above the waist so the name, job title, department and picture are clearly visible at all times..
3. ID badges will be removed when outside the UAMS campus unless the employee is representing UAMS in an official capacity.
4. Ribbons, buttons, stickers, pins or decorations will not be worn on the badge unless they are approved by UAMS

## **II. Attire:**

### **A. Appropriate Dress**

1. Designated uniform for the work area assigned. All uniforms must be professional in appearance, neat, clean, free of stains and wrinkles, and in good condition.
2. Suits
3. Casual dress pants (i.e., chinos, khakis, etc.)
4. Skirts and dresses of the appropriate size and length
5. Dress shirts, blouses and collared sports shirts
6. Sweaters and vests
7. Sport coats and blazers
8. Dress shoes, sandals, loafers or oxfords. Athletic shoes or work boots when appropriate for the work area and approved by the manager.

### **B. Inappropriate Dress**

1. Headwear. Hats and caps may be worn only as required or provided for specific job functions. Hats and caps will not be worn inside the buildings on the UAMS campus unless required by the task being performed. Bandanas are not permitted. Managers/supervisors may make exceptions to this provision for a recognized religious head covering or for medical reasons.
2. Shorts. Shorts, including Bermuda shorts, skorts, culottes, or above-the-knee gauchos are not permitted.
3. Pants. Pants must fit appropriately without being too tight or revealing. Pants may not be worn below hip level. Cargo-style pants are permitted only if allowed within the uniform of the work area. Stirrup pants or stretch pants are not permitted. Leggings are permitted with skirts, dresses or tunics but may not be worn as pants.
4. Skirts and Dresses. Skirts must fit appropriately without being too tight or revealing. Skirts and dresses may be no shorter than two inches above the knee.
5. Tops. Blouses, tops, shirts, or sweaters which reveal cleavage or do not cover the back or stomach while standing or sitting are not permitted. Halter tops, tube tops and spaghetti strap tops including camisoles and sundresses are not permitted if worn as single layer.
6. Logo T-shirts. Logo t-shirts are not permitted without prior approval from the manager/supervisor.
7. Exercise Clothing. Exercise clothing, including, sweatshirts, sweatpants, bike shorts, yoga pants, etc. is not permitted.
8. Other Prohibited Attire:
  - a. Sheer, spandex, low cut, or low slung garments, beach wear, swim wear or pajamas;
  - b. Clothing that is torn, faded, stained, frayed or otherwise unkempt;
  - c. Clothing with offensive slogans, pictures, gestures, profanity or nudity;
  - d. Bib overalls;

- e. Denim jeans or jean-styled pants (blue jeans, white jeans, colored fashion jeans, made with denim, etc.) unless allowed within the uniform for the work area, with the understanding that appropriate dress code attire must be donned prior to attending any meetings or other work activities outside of the approved work area; and
- f. Flip flops, open-toed Birkenstocks or similar casual sandals.

### **III. Appearance**

#### **A. Clothing and Shoes**

- 1. Clothing and shoes must be clean and in good repair.
- 2. Hosiery and socks are not required in non-clinical areas.
- 3. Undergarments must be worn at all times and must not to be visible or show through clothing.

#### **B. Hair**

- 1. Must be neat, clean, and of a natural color. (Hair dyed pink, blue, green, or other non-natural hues is not permitted). Hair styles and ornaments must be appropriate to business attire. Hair nets may be required in certain areas.
- 2. Mustaches, beards, goatees and other styles of facial hair are acceptable as long as they are neatly trimmed and do not present an unpolished appearance. Facial hair should not prevent proper fit of required protective gear. Beard nets may be required in certain areas.

#### **C. Tattoos, Piercings and Body Alteration**

- 1. Tattoos that are determined by the manager/supervisor to contain obscene, offensive or discriminatory images or text or that result in complaints from visitors or co-workers must be covered.
- 2. With the exception of earrings which may be worn in pierced ears up to a maximum of two earrings per ear, body jewelry (i.e. tongue, nose, lip, eyebrow rings, ear gauges, etc.) is not permitted. Body jewelry covered by clothing shall not be detectable.
- 3. Intentional body alteration or modification for the purpose of achieving a visible, physical effect that disfigures, deforms or similarly detracts from a professional image including, but not limited to: brands, gauges, tongue splitting, tooth filing, ear lobe expansion and visible, disfiguring skin implants are not permitted.

#### **D. Cleanliness**

- 1. Neat and clean dress demonstrates pride in the job and is a courtesy to those around you. Employees are responsible for maintaining appropriate levels of personal hygiene at work.
- 2. Clothing must be laundered and free from odors and stains.

3. Pants must be secured properly at the waist.
4. Hands must be washed after coughing, sneezing, using the restroom and contacting soiled or contaminated surfaces or objects.

**E. Exceptions to the Dress Code**

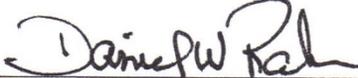
1. A request for an exception to this policy for medical reasons should be presented in writing to your manager/supervisor with supporting medical documentation.
2. A request for an exception to this policy or an accommodation for religious or cultural beliefs should be directed to your manager/supervisor and/or a human resources representative.

**F. Enforcement**

1. Individuals whose appearance is inconsistent with this policy will be counseled and sent home to change without pay by their supervisor/manager with approval of their Department head.
2. Noncompliance with this policy will result in disciplinary action up to and including termination in accordance with the Employee Discipline Policy, UAMS Administrative Guide 4.4.02.

**REFERENCES**

UAMS Medical Center Dress Code Policy, HR.2.03  
Employee Discipline Policy, UAMS Administrative Guide 4.4.02

Signature: 

**Date: January 6, 2016**