



Dress Code Policy

Rogers Behavioral Health employees, students, interns and volunteers contribute to the corporate culture and reputation in the way they present themselves. A professional appearance is essential to a favorable impression. As part of that effort, the company requires employees, students, interns and volunteers to maintain a neat and clean appearance that is appropriate for the workplace setting and promotes a safe environment for both the patient and the employee. Appearances cannot be considered distracting to others and must be conducive to the work assigned.

If it is determined by management or designee to determine what is considered professional or excessive. Individuals may be sent home to change, and nonexempt employees will not be paid for that time off. Multiple infractions may result in disciplinary action. Manager dress code requests above and beyond this policy prevail.

SPECIFICATIONS

All staff:

1. No sweatpants, tight leggings (unless being worn under dress or skirt), exercise wear, low-rise pants, capris pants shorter than six (6) inches below knee, shoulder bearing shirts and sleeveless shirts.
2. Blue denim may only be worn when a special event has been communicated by HR.
3. Beachwear is prohibited (e.g. flip flops, shorts, tank tops, etc.).
4. Skirts and dresses shorter than three inches above the middle of the knee cap are prohibited.
5. Hairstyles must be in good taste and not interfere with the job or care provided to patients.
6. Any attire that contains language or symbols that may be offensive to others are prohibited.
7. Employees are encouraged to refrain from using strong smelling perfume/colognes due to sensitivity to others.

Non-administrative Staff, defined as those employees who have direct contact with patients or their family including: clinical care staff, dietary, environmental services, admissions/intake, etc.

1. Certain positions require uniforms which are determined by the manager.
2. No visible tattoos that can be reasonably covered by clothing or are considered excessive or offensive.
3. No piercings other than posts (studs) in the ears only.
4. No hanging jewelry, scarves or pins.
5. No artificial eyelashes.
6. Hands and fingernails of all staff should be clean, well-kept and no longer than $\frac{1}{4}$ ". Acrylic, fiberglass, chipped nail polish or other artificial fingernail products are prohibited while at work.
7. Open-toed and open-back shoes are prohibited. Shoe heels must not be in excess of one inch in height. Socks or hosiery are required.
8. Employees working with food have additional restrictions per their state administrative code, please consult with your supervisor/manager for requirements within your state.

Administrative Staff, defined as all other employees that has indirect patient contact and are not covered by the non-administrative category definition above.

1. Excessive and/or offensive tattoos and piercings are prohibited.

Identification Badges:

The hospital will provide a picture identification badge for each employee and is to be worn at all times when on duty. The badge is to be worn on the outside of the clothing above the waist. If a badge is lost or stolen, a replacement badge will be issued upon request to the HR Service Center.