

Bethany Life Communities	Effective Date: 1-15-2008	Date Revised:
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### ***Policy Statement***

Bethany Life Communities' ability to inspire trust and earn confidence from the people we serve depends in part on presenting a professional image in our appearance and in our actions. Research indicates that people form an impression of someone within seven seconds of their first meeting. If team members look and act professionally, residents/tenants and families have greater confidence in our ability.

### ***Policy Interpretation and Implementation***

- ✓ Professional appearance standards are also applied to any persons contracted to work for Bethany Life Communities.
- ✓ Bethany Life Communities identification badge/name tag is to be worn at all times while at work. Your name on the badge should be visible at all times.
- ✓ Shoes are required and should be polished or clean to promote a professional appearance. Footwear and hose/socks should meet safety standards for the job performed. Sport sandals (e.g., Nike or Reebok sandals) and beach footwear (e.g., flip-flops or thongs) are not acceptable. The color of socks should be appropriate for the uniform.
- ✓ Hair should be neat and clean. For safety and resident/tenant care, long hair should be pulled back away from the face and secured so it does not fall onto residents/tenants or interfere with your work. Beards and mustaches must be kept clean and neatly trimmed. Hair nets or hair covers maybe required in some areas. Hats should be removed when entering the facility.
- ✓ Specific to nursing and dietary team members: Fingernails should be in good repair, clean and neatly trimmed. Fingernails can promote the spread of infection and be a safety hazard when providing resident/tenant care. Artificial nails can harbor bacteria and spread infection. Long nails, artificial nails and nail adornments are not permitted in patient/tenant care areas. If nail polish is worn, it should be free of chips.
- ✓ Clothing should be clean, pressed, in good condition (free of holes and tears), and should fit properly. Undergarments must be worn and should not be visible through clothing. Departmental policies will address uniforms or special clothing for a position and area. Casual clothing is not appropriate for the work place. Examples of inappropriate clothing include: tank tops, halter tops or dresses, blue jeans (except on specially designated days), bib overalls, spandex pants or shorts, casual shorts, sweat pants, jogging suits, tight clothing (including uniforms, skirts, dresses, pants, leggings, or tops), revealing clothing such as low-cut tops, high slit skirts, bare midriff or very short skirts. T-shirts and sweatshirts with logos other than the Bethany Life Communities logo are not appropriate. T-shirts and sweatshirts should be in good condition.
- ✓ Body odor and perfume/cologne can be offensive to residents/tenants, family members, or co-workers. Some perfumes/colognes can cause an allergic reaction in sensitive persons. Perfumes and colognes should not be worn in areas with

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- resident/tenant contact. In other work areas, perfumes and colognes may be worn in moderation and must be discontinued if a problem exists. Excellent personal hygiene is an expectation of all employees. Body odor is unacceptable.
- ✓ Excessive jewelry (numerous rings per hand, multiple bracelets, long necklaces, nose rings, visible body piercing except in ears), visible tattoos, long fingernails, excessive make-up, unusual hair color and other adornments distract residents/tenants and family members from the excellent care and services received. These are not acceptable professional attire.
  - ✓ Any medical, religious, or other exceptions to the “Personal Appearance” policy, such as shoes or facial hair, must be approved by Human Resources. Documentation to support reasons may be required. Permanent medical exceptions must be updated annually.
  - ✓ ***If you have a question or concern about whether something is appropriate to wear, the best rule is not to wear it,*** or discuss it with your manager or supervisor.