

POLICY AND PROCEDURE MANUAL FOR MESSIAH LIFEWAYS

SUBJECT: DRESS CODE POLICY

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III. In addition to the uniforms listed above individual departments with the approval of the Department Director and the Director of Human Resources may also require or allow the following:

May Allow

- a. Wearing of shorts if **80%** of work duties are outdoors or in the Wellness department
- b. Wearing of jeans if involved in physically active or “dirty” work
- c. Open toe shoes under the following conditions: Team member does not have direct resident/client contact for **85%** of their duties, is not engaged in heavy lifting, use of health care or maintenance equipment or other duties involving a foot safety risk.
- d. For a “Causal Friday” which will begin on Friday after 12:00 am and end by 7:30 am the next day. The following standards should be followed for dress on Causal Friday:
 - i. Jeans are acceptable
 - ii. A blouse or a shirt with a collar must be worn unless MV apparel is worn
 - iii. “Inappropriate” items listed in this policy continue to be inappropriate on Causal Friday unless it is specifically pre-announced/approved that a specific expectation is being made (i.e. wear favorite sports team apparel)

May Require

- e. Use of hair nets, caps, or other hair restraints
- f. Specific shoes that cover a majority of the foot and are slip resistant, water proof or have other safety features
- g. Disuse of any or excessive use of cosmetics or fragrances than may cause allergic reactions for residents, clients or fellow team member
- h. Other safety clothing or equipment for specific positions or job duties

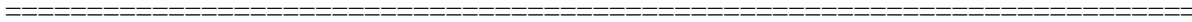
IV. The following should be considered **inappropriate and are not in compliance with the dress code:**

- a. Mini-skirts, sun dresses, beach dresses and spaghetti –strap dresses. Slit skirts must be appropriate and in keeping with our standards of modesty.
- b. Tank tops, midriff tops, and halter tops. No visible cleavage is allowed in line with the modesty standard.
- c. Unacceptable slacks or pants includes jeans, sweatpants, exercise pants, shorts, skorts, bib overalls, leggings, and spandex or other form-fitting pants such as pants people wear for biking (an exception may be made for those involved in the Wellness department).
- d. Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest or buttocks areas.
- e. Undergarments should blend, not contrast, with outer attire
- f. Clothing, jewelry, buttons, pins, or other articles that include offensive words, terms, logos, pictures, cartoons, slogans, offensive advertisements, sports team names and logos, political candidates and parties and/or other messages that are inconsistent with the mission of Messiah Lifeways.

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- g. Casual sandals and related foot wear such as thongs, flip-flops or slippers are not acceptable at any time. Footwear must be worn as intended without alteration (shoes with ties or straps must be tied or around the heel etc).
 - h. Jewelry or other items inserted into visible body piercing must be removed during work time. The only expectation is ear rings of a safe size.
 - i. Clothing that is dirty, has holes, needs to be repaired or does not meet the guiding principles of the dress code
 - j. Visible tattoos considered excessive or offensive. Judgments about the nature of tattoos will be made in light of safety and in consideration of modesty by the direct supervisor and when necessary in junction with the Director of Human Resources.
 - k. Any additional specific article of clothing, footwear, jewelry, etc that a director may consider inappropriate.
- V. Departmental Directors/Manager are responsible for communicating, interpreting, implementing, and enforcing uniform and dress code standards to team members under their supervision.
- VI. Team members reporting for duty in unacceptable attire, including dirty clothes and clothes in need of repair, will be sent home, without pay, to repair and/or replace their dress to an acceptable manner. These team members are expected to return to work as soon as possible.
- VII. Any modifications to the dress code must be approved by the Director of Human Resources.
- VIII. Messiah Lifeways has the right to establish and enforce dress and personal grooming codes for all team members. Failure to comply with this policy or Departmental guidelines may result in disciplinary action.

DEPARTMENT DRESS CODE STANDARDS

Department/Neighborhood Name: _____ **Date:** _____

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The following will be the agreed upon standard for appropriate dress in the above department/neighborhood:

1. Department/Neighborhood Uniform

- Scrubs
- Business Casual
- Khaki/Polo

2. Casual Friday

- Casual Friday is approved
- Jeans are acceptable on Casual Fridays

3. Shoes

- Open Toed Shoes are allowed
- Closed Toed shoes are allowed
- Must have slip resistant shoes

4. Jeans (during the week)

- Allowed during the week
- Not allowed during the week
- Allowed during the week for special occasions/pre-approved times

5. Hairnet/Cap

- Required
- Not required
- Not required, but may wear

6. Shorts

- Allowed
- Not allowed
- Allowed for special occasions/pre-approved times

7. Other dress code standards: _____

Department Director Approval: _____ **Date:** _____

Director of Human Resources Approval: _____ **Date:** _____