

**UPMC
POLICY AND PROCEDURE MANUAL**

**POLICY: HS-HR0714
INDEX TITLE: Human Resources**

**SUBJECT: Dress Code
DATE: July 28, 2022**

Absent conflicting language as contained in a governing legal document or summary plan description, this policy applies to all fully integrated UPMC entities, business units, facilities and assets; as well as employees and individuals acting for or on behalf of UPMC. Without limiting the foregoing, the entities within the Insurance Services Division and the UPMC hospitals and ambulatory surgery facilities indicated on the Human Resources Policy [providers scope checklist](#) are specifically covered by this policy.

I. POLICY

It is the policy of UPMC that personal appearance reflects overall cleanliness, good grooming and hygiene, and professional identity. These guidelines were developed in careful consideration of employee and patient safety, infection control and public image. Exceptions to this policy may be made based on verified medical and religious needs.

Links to policies referenced within this policy can be found in Section IV.

II. SCOPE/PURPOSE

United States based UPMC staff members are expected to present a professional, business-like image at all times in its domestic locations. For patients and visitors, the appearance of the UPMC staff can be an indication of the quality of care they can expect. Each staff member is to dress in a manner that encourages respect for the dignity of staff members, patients, and visitors and enhances the professional environment of UPMC, as well as identifies the level of care for which he/she is responsible. **Each business unit and/or department may have additional dress code guidelines.**

This policy may not apply to individuals whose employment is governed by the terms of a collective bargaining agreement unless the policy has been adopted in that agreement.

III. GENERAL GUIDELINES

A professional appearance must be maintained at all times. Clothing must be clean, neat, and odor free and appropriate undergarments are to be worn.

The UPMC photo identification badge must be worn above the waist, with name and other preprinted information visible at all times during working hours. No unauthorized attachments are to be placed on the identification badge. Further, in patient care or

treatment areas (defined in Policy HS-HR0717 Solicitation and Distribution, Section IV.B.), no devices may be worn on your uniform which are identified with, bear the insignia of or bear a slogan associated with any outside entity. A fee may be assessed for ID Badge replacement.

Any staff member who does not meet the standards of this policy will be subject to corrective action, which may include being required to leave the premises. If an employee is required to leave the premises due to non-compliance with this policy they may not be compensated for the time they are not on UPMC premises.

UPMC leadership reserves the right to make a decision about whether or not a staff member's dress and appearance is appropriate. Non- UPMC issued face masks are not permitted without express permission from the business unit.

A. Tattoos and Piercings

1. UPMC leadership reserves the right to make a decision about whether or not a staff member's visible tattoo or facial/oral jewelry is appropriate.

B. Slogans, Logos and Adornments

1. Non-UPMC issued work attire/uniform accessories, including face masks, must be without slogans, logos, adornments, advertisements, etc.

C. Guidelines for Staff Members without Uniform Requirements

1. Acceptable personal appearance is an ongoing requirement of employment. Examples of professional, business attire include:
 - Suits
 - Dress shirts with tie
 - Dress slacks
 - Sports Coat
 - Dress shoes
 - Dress blouse
 - Blazer
 - Sweater
 - Dress open toe shoes
 - Dress sandals (no flip flops/beach-type sandals)

2. At its discretion, each Business Unit may allow staff members to dress in business casual attire. On these occasions, staff members are still expected to present a neat appearance. Examples of appropriate business casual attire includes:

- Slacks
- Collared shirts (with or without tie)
- Sports coats
- Blazers
- Sweaters
- Skirts
- Dresses
- Hard soled shoes

3. Colored or decorative sweatshirts (including hoodies), shirts, sweaters or denim jeans/skirts may be worn on special holidays or occasions whenever permission is given from individual Business Units.

4. Hair should be neat, clean. Hair color is at the discretion of management.

5. Pants and blouses should be worn in such a way as to prevent undergarments from showing.

6. Beards and mustaches should be short, clean and well groomed.

7. Wearing excessive jewelry, pins, buttons, and other adornments is not appropriate.

8. Presenting at work smelling of smoke is not permitted.

9. Wearing excessive cologne or fresheners is not appropriate.

10. Nails should be well groomed.

D. Guidelines for Staff Members with Direct Patient Care and/or Uniform Requirements

1. Staff members required to wear uniforms must comply with established uniform color guidelines.

2. The uniform requirements for this policy do not apply to surgical, operative and invasive procedure areas including LDRP's (Labor Delivery Recovery Postpartum) and areas where other dress is indicated for safety or therapeutic reasons.

3. Cardigan sweaters of matching color may be worn over a uniform. Pullover sweaters cannot be worn with a uniform unless authorized as part of an official uniform.
4. In consideration for infection control and patient safety:
 - a) Hair should be neat, clean and pulled back with small simple hair accessories so hair does not come in contact with the patient. Hair color is at the discretion of management.
 - b) Beards and mustaches should be short, clean and well groomed.
 - c) Wearing rings and other jewelry during direct patient contact is strongly discouraged. Wearing excessive jewelry, cologne, fresheners, pins, buttons, and other adornments is not appropriate. Dangling earrings or hoops larger than one inch are not permitted.
 - d) Presenting at work smelling of smoke is not permitted.
 - e) For patient safety, nails are to be kept neat, clean, manicured and short and should not extend more than ¼ inch past the tip of the finger. Nail polish without embedded enhancements in good repair is permitted.
 - f) Artificial nails are prohibited for staff who have direct patient contact, who prepare instruments for sterile procedures or who prepare sterile pharmaceuticals, or who have contact with a patient's environment. The definition of artificial fingernails includes, but is not limited to, acrylic nails, all overlays, tips, bondings, extensions, tapes, inlays, and wraps.
 - g) Footwear must be a clean, closed-toed duty or leather or vinyl athletic shoe.
5. Colored or decorative sweatshirts, shirts, or sweaters may be worn on special holidays or occasions whenever permission is given from individual Business Units.
6. Staff Members must follow UPMC Personal Protective Equipment (PPE) policies and procedures regarding the use of any non-UPMC Issued PPE, including non-UPMC issued face masks.
7. Staff Members are not required to wear an identification badge while delivering direct care to a consumer if it is not clinically feasible.

8. Provisions of this policy regarding badges may be modified for clinical staff or caregivers consistent with local and state law. Please contact your supervisor or HR representative to request a modification.

IV. POLICIES REFERENCED/RELATED WITHIN THIS POLICY

[HS-HR0717 Solicitation and Distribution](#)

[HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus](#)

SIGNED: John L. Galley
Senior Vice President and Chief Human Resources Officer

ORIGINAL: February 8, 2001

APPROVALS:

Policy Review Subcommittee: July 14, 2022

Executive Staff: July 28, 2022

PRECEDE: July 28, 2021

SPONSOR: Senior Vice President and Chief Human Resources Officer