**Dress and Personal Appearance**

Our organization believes it is important to present a professional image. Questions on this policy may be directed to your supervisor or Human Resources. The following are guidelines for dress and personal appearance:

**Dress.** For Office employees, “business casual” dress is permitted; however employees are still expected to present a neat appearance and are not permitted to wear ripped, disheveled or suggestive clothing. Attire considered **inappropriate** for our environment would include:

* Jeans (any color)
* T-shirts
* Sweatshirts/Flannels
* Shorts
* Cut-offs
* Tennis shoes, gym shoes, sneakers
* Hiking/Snow/Military Boots
* Clothes of see-through nature
* Windbreakers/Pull-overs
* Visible tattoos (please cover)
* Nylon or “Cargo” pants
* Excessive Jewelry

Clinical personnel should wear clothing appropriate for their work area, as determined by their supervisor. Due to safety concerns, sandals and open toed shoes are prohibited.

**Personal Hygiene.** Good personal hygiene habits must be maintained.