

## APPROPRIATE DRESS AND APPEARANCE

Applicability: This policy applies to all Oak Hill employees.

Each employee represents Oak Hill and its program participants to the greater community. As emissaries in the community, you interact with parents, guardians, volunteers, board members, donors and visitors. How we dress should reflect our pride in Oak Hill and the people we serve. Parents and guardians will have an increased role in selecting services through DMR's new waiver system and the image we project to these consumers is important. Therefore, employees are expected to be clean, neat and appropriately dressed.

### For all employees:

An employee's choice of clothing should reflect the requirements of the work location, the nature of the job tasks that are usually performed, safety considerations and the activities and support needs of program participants.

Employees may not wear clothing or display tattoos that contain words, images or symbols that are obscene, profane or offensive or that demonstrate bias or discrimination against a particular individual or group.

If an employee's attire violates this policy, he or she may be requested by management to punch out and change into acceptable attire. Repeated violations of this policy may result in disciplinary action up to and including discharge.

### Direct Care and Maintenance Employees

1. Clothing should be comfortable and not restrict movement associated with the performance of job tasks.
2. Proper footwear should be worn. Shoes with flat rubber or composition soles are recommended. Ordinarily, direct care employees may not wear stiff, heavy boots or shoes with open toes or high heels. Bare feet are only permitted if required in specific environments, e.g. a community pool. Maintenance employees may be required to wear safety shoes.
3. Employees may not wear any jewelry that may be caught in equipment or grabbed by a program participant, including, but not limited to, dangling earrings, necklaces, bracelets, watches and body jewelry.

4. Unless otherwise directed, program staff should not wear time badges on their clothing.

### Fingernails

Employees must maintain their fingernails at a length that allows them to safely and appropriately complete their job tasks and responsibilities.

1. In an office environment, very long fingernails may create incorrect hand or wrist positions. For example, the pads of the fingers must be able to deliver the down stroke directly on the keyboard.
2. In construction and maintenance environments where manual and power tools are used, fingernails should not protrude beyond the ends of the fingers.
3. Any employee who provides personal care, dispenses medications and has direct contact with the bodies of program participants must cut his/her fingernails to a length at which the employee can thoroughly, frequently and completely wash and clean his/her hands to the nail bed. Such employees may not have fingernails long enough to interfere with any required task or training requirement or long enough to damage the skin or mucous membrane of a program participant. Oak Hill uses the following standard regarding fingernail length: a direct care employee must be able to produce a completely closed fist with the fingertips resting firmly against the palm held with the thumb under the closed fingers. If the imprint of the nails appears on the palms, the fingernails are too long.

Cross-reference: Discipline and Discharge

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