

## Dress & Groom Policy

### **THIS POLICY**

Policy Number: 804

Effective Date: 01/01/2005

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### **Statement:**

It is the policy of Wesley Woods Senior Living, Inc., for all employees to present a neat, clean and professional appearance to the public and fellow employees at all times. All employees are expected to dress appropriately for the work environment and for their individual positions.

### **Guidelines**

1. Management and business employees are expected to dress in accordance with generally accepted standards.
2. Employees in support and environmental services may be required to wear uniforms.
3. Clothes, uniforms, shoes, jewelry, perfume/cologne, hair colors, hairstyles, facial hair, tattoos and fingernails of all employees must be appropriate for the retirement facility environment. Clothes and uniforms must be clean and in good repair and must be of a length, fit and style that are appropriate for the work environment.
4. Employees in certain positions may be restricted from wearing certain clothes, shoes, jewelry or false fingernails due to safety, health and infection controls.
5. Employees are expected to practice acceptable standards of personal hygiene at all times. Personal hygiene includes care of hair, fingernails, hands, and body odor. Hair, facial hair and fingernails must be clean and well-trimmed. Employee Health is available for consultation on questions of personal hygiene.
6. Wesley Woods will make every effort to meet the needs of employees with specific exemptions of the dress code for religious or other reasons. All requests for exemptions should be reviewed with Human Resources.
7. Individual facilities and/or departments may develop additional guidelines which are more restrictive.
8. Employees who do not follow the established guidelines may be sent home to change and/or may be subject to disciplinary action. If employees are unsure about what is acceptable, they should ask their supervisor or facility leadership for guidance.