

## DRESS CODE GUIDELINES

	MEN	WOMEN
<b>ID BADGE</b>	Must be worn at all times.	Must be worn at all times.
<b>HAIR</b>	<p><b>YES:</b> A neat, natural haircut. Neatly groomed; if hair worn loose, should not extend below the shirt collar. If worn longer, should be tied back and should not extend below the shoulders.</p> <p>Employees in work areas subject to specific codes, such as health department standards, will follow prescribed regulations or codes.</p> <p><b>NO:</b> Extreme hair styling (mohawks, etc.) and unnatural colors (blue, green, purple, bright red, etc.)</p>	<p><b>YES:</b> Should be neatly combed and arranged in a conservative style.</p> <p>Employees in work areas subject to specific codes, such as health department standards, will follow prescribed regulations or codes.</p> <p><b>NO:</b> Extreme hair styling (mohawks, etc.) and unnatural colors (blue, green, purple, bright red, etc.)</p>
<b>BEARDS/ MUSTACHES</b>	Must be neatly trimmed and conform to face.	Not applicable.
<b>FINGERNAILS</b>	Should be neat, clean and trimmed to avoid harm to patients, visitors and employees.	<p><b>YES:</b> Should be neat, clean and trimmed to avoid harm to patients, visitors and employees. If polish is used, it should compliment attire, and in professional good taste.</p> <p><b>NO:</b> Excessively long nails. Extreme styles or unnatural colors, decals, jewels.</p>
<b>COLOGNE/ PERFUME</b>	May <b>not</b> be worn in patient care areas. Only very light scents in other areas.	May <b>not</b> be worn in patient care areas. Only very light scents in other areas.
<b>JEWELRY</b>	<p><b>YES:</b> A simple and professional appearance. Patient care employees should ensure that rings are small, not have jagged points that could endanger patients or reduce the integrity of safety gloves. No more than one stud-type earring.</p> <p><b>NO:</b> Excessive jewelry such as dangling or heavy chains and bracelets. Rings or studs in any body part that is visible (ears, nose, tongue, face, lip, eyebrow, neck, etc).</p> <p><b>In clinical areas, any jewelry that creates a safety hazard is discouraged.</b></p>	<p><b>YES:</b> A simple and professional appearance. Patient care employees should ensure that rings are small, not have jagged points that could endanger patients or reduce the integrity of safety gloves. No more than two earrings in each ear.</p> <p><b>NO:</b> Excessive jewelry such as dangling or heavy chains and bracelets. Large, dangling or ornate earrings. Rings or studs in any other body part that is visible (nose, tongue, face, lip, eyebrow, neck, etc.)</p> <p><b>In clinical areas, any jewelry that creates a safety hazard is discouraged.</b></p>

<b>TATTOOS</b>	Every effort should be made to cover visible tattoos.	Every effort should be made to cover visible tattoos.
<b>UNDERGARMENTS</b>	Undergarments should be supportive; styles should be selected so as to not show through the clothing.	Undergarments should be supportive; styles should be selected so as to not show through the clothing.
<b>BLOUSES, SHIRTS AND TOPS</b>	<p><b>YES:</b> Dress shirts (with or without ties) or collared casual shirts. Collared shirts with Ridgeview Institute logo.</p> <p>Shirts with distinct tails are to be tucked in. Straight-cut shirts must hang no lower than 8 inches below the waist.</p> <p><b>NO:</b> Tee-shirts, sleeveless shirts, tank tops, camouflage shirts, denim shirts or shirts with logos or advertising. Scrub tops of any type.</p>	<p><b>YES:</b> Modest, professional dress blouses/shirts/ tops, loose fitting turtlenecks and sweaters. Sleeveless tops and blouses must be modest and professional in style so undergarments are not revealed. Collared shirts with Ridgeview Institute logo.</p> <p>Shirts with distinct tails are to be tucked in. All shirts must cover the stomach and back when arms are raised.</p> <p><b>NO:</b> Tee-shirts, tank tops, camouflage shirts, denim shirts, spaghetti straps, or shirts with logos or advertising. Shirts with low cut necklines and tops that have sheer or clingy material. Scrub tops of any type.</p>
<b>DRESSES/SKIRTS/ PANTS/SLACKS</b>	<p><b>YES:</b> Dress or dress casual (khakis, corduroy, cotton) slacks/pants. Pants must be worn at the waist.</p> <p><b>NO:</b> Jeans or jean style pants, sweatpants, pipe pants, cargo pants, camouflage pants, fatigues or extreme styles. Scrub bottoms of any type.</p> <p>Shorts are allowed only for sports or game activities and are not to be worn outside the recreation area.</p> <p>All denim is prohibited.</p>	<p><b>YES:</b> Dresses and skirts are to be modest in length (no more than 2 inches above the knee) and professional in style. Clothing above the knee must be worn with hose. Sleeveless dresses are to be professional in style and cut so that undergarments cannot be seen.</p> <p>Dress or dress casual (khakis, corduroy, cotton) slacks/pants.</p> <p><b>NO:</b> Jeans or jean style pants, dresses or skirts. Lycra stretch pants, leggings, sweat pants, jogging suits, capris, shorts, pipe pants, cargo pants, painter/carpenter pants, camouflage pants, fatigues or any pants above the ankle. Mini-skirts, skirts or dresses with extreme slits and tight, form-fitting styles. Scrub bottoms of any type.</p> <p>Shorts are allowed only for sports or game activities and are not to be worn outside the recreation area.</p> <p>All denim is prohibited.</p>

<p><b>SHOES/HOSIERY</b></p>	<p><b>YES:</b> Dress or dress casual shoes must be worn at all times. In patient care areas, neat and clean athletic shoes may be worn.</p> <p><b>NO:</b> Sandals, clogs, flip-flops, or shoes without socks.</p> <p><b>In patient care areas, any shoes that impede ability to run or respond to codes.</b></p>	<p><b>YES:</b> Dress or casual shoes, including sandals, must be worn at all times. In patient care areas, neat and clean athletic shoes may be worn.</p> <p><b>NO:</b> Platform shoes, clogs, flip-flops, or excessively high-heels.</p> <p><b>In patient care areas, any shoes that impede ability to run or respond to codes.</b></p>
<p><b>ACCESSORIES</b></p>	<p><b>YES:</b> Simple accessories, such as pins, belts, ties, etc., as long as they are in good taste and appropriate for the clothing being worn.</p> <p>Hats may be worn if required as part of a uniform, or for safety/protective reasons when working inside or outside the building.</p> <p><b>NO:</b> Hats, head-coverings, berets, or scarves on head. Decorative items such as fur, sequins, rhinestones, etc.</p> <p>Non-Ridgeview, personal pagers or personal cell phones, unless approved by manager for work-related purposes <b>ONLY</b>.</p>	<p><b>YES:</b> Simple accessories, such as pins, belts, scarves, etc., as long as they are in good taste and appropriate for the clothing being worn.</p> <p>Hats may be worn if required as part of a uniform, or for safety/protective reasons when working inside or outside the building.</p> <p><b>NO:</b> Hats, head-coverings, berets, or scarves on head. Decorative items such as fur, sequins, rhinestones, etc.</p> <p>Non-Ridgeview, personal pagers or personal cell phones, unless approved by manager for work-related purposes <b>ONLY</b>.</p>

**CASUAL DAY GUIDELINES**

**Employee Casual Day is every Friday.**

In addition to the general dress code guidelines above, employees may also add:

Denim dresses and skirts, appropriate fit and length.

Solid-colored jeans that are clean, neat and not tight. No holes, frays, bleached, stone-washed, patterned, low rise, hip-huggers, baggies, cargoes, carpenter/painter jeans or overalls.

Tee-shirts with the Ridgeview Institute logo only. No wording or pictures, especially depicting tobacco/ alcohol/drug and music, vacation/college/sports shirts. No wrinkled, faded, tie-dyed, frayed or cut off shirts.