



POLICIES AND PROCEDURES

Title: Dress Code

Original Date: 09/01/12

Policy #: 8.8 of PRRP (R-4)

Last Revision Date: 05/01/13

Lead Department: Human Resources

Effective Date: 05/01/13

Approved by: CEO

PURPOSE:

To provide all staff members with appropriate guidelines for employee personal appearance including standards of dress, grooming, hygiene and personal cleanliness while at work, or on duty.

POLICY:

Every employee represents Gold Coast Health Plan in the eyes of our Board, our members and the community-at-large. It is the policy of GCHP that employees are required to present a clean, neat, professional business appearance at all times when employees are in the workplace or representing GCHP outside of the workplace.

Our dress code is based on several factors. GCHP is a professional organization that is responsible for health care access for thousands of people. Our dress code reflects our culture of professionalism, and our respect for our mission and our fiscal responsibilities. Our actions speak loudest, but our appearance communicates as well to community leaders, providers, members and other visitors to our work place.

Our standard continues to be "Business Casual". Many examples of acceptable clothing and footwear are provided in this policy, since they are often requested by staff and help to clarify our standard.

DEFINITIONS:

All employees are required to adhere to these standards as part of the requirements of their employment with GCHP. Employees will be aware of, and conscientious about, the neatness and cleanliness of their apparel, and their personal hygiene while on the job.

1. **Acceptable Appearance / Attire**

Our overall standard is business professional, yet casual. Examples of acceptable attire include:

For women: Suits, blazers, dress coats, blouses, business casual shirts (such as short or long sleeved polo shirts appropriate for a business environment), dresses, skirts, pantsuits, dress slacks, business casual pants, sweaters, and capri pants. The length of capris that is acceptable is mid-calf or just below the calf. Any shorter length is considered shorts and therefore may not be worn at any time,



Title: Dress Code	
Original Date: 09/01/12	Policy #: 8.8 of PRRP (R-4)
Last Revision Date: 05/01/13	Lead Department: Human Resources
Effective Date: 05/01/13	Approved by: CEO

including casual Fridays. A denim skirt or blazer is acceptable if non-faded and the style is suitably professional for our business environment.

For men: Suits, sports coats, dress shirts, ties, sweaters, business casual shirts (such as short or long sleeved polo shirts appropriate for a business environment), dress slacks and business casual pants (such as Dockers).

The duties of some positions may occasionally require more professional dress than others depending upon the requirements of the job. Employees who attend both internal and external meetings, visit other professional offices, hospitals, clinics, etc., and interact with business and community representatives, must dress to present an appropriate professional business image of GCHP.

The duties of some positions may allow for the wearing of more comfortable, casual apparel due to the nature of the job requirements. When the job requires physical activity (lifting, carrying, stretching, bending, etc.) employees may wear more casual apparel such as work pants and tennis shoes to permit greater freedom of movement and safety. GCHP reserves the right to determine which job assignments meet these criteria. Ask for clarification from the manager or Human Resources department.

2. Unacceptable Appearance / Attire

Examples of unacceptable and inappropriate attire that is not in compliance with our standards include provocative attire (low cut clothing, mini skirts, etc.), oversized clothing, extremely tight clothing including spandex, leggings or other form-fitting attire, tank tops, midriff tops, crop tops, halter-neck tops and dresses, spaghetti-strap tops and dresses, sun or beach dresses, nylon jogging suits, sweats / exercise pants, sportswear and shorts of any length and / or skorts, pajamas and jeans (except casual days).

Clothing with potentially offensive words, terms, logos, pictures, cartoons, or slogans is inappropriate for our business environment and is not to be worn at any time. Clothing that exposes undergarments is also inappropriate for our business environment and is not to be worn at any time.

3. Acceptable Shoes and Footwear

Conservative, non-athletic leather walking shoes, loafers, dress boots, flats, heels, business or dress shoes, business professional sandals, and leather deck-type



Title: Dress Code

Original Date: 09/01/12

Policy #: 8.8 of PRRP (R-4)

Last Revision Date: 05/01/13

Lead Department: Human Resources

Effective Date: 05/01/13

Approved by: CEO

shoes are acceptable for our business environment. Shoes are to be worn at all times while in the office. Tennis shoes may be worn on “Casual Days” only.

4. Unacceptable Shoes and Footwear

Flip flops (thongs), slippers and non-dress boots (e.g. Uggs)

5. “Casual Day”

GCHP observes Friday as Casual Day. Employees are permitted to wear more casual and informal clothing on Fridays. Employees are still required to present a clean and neat appearance at all times as every employee continues to represent GCHP in the eyes of members and the community at large. Examples of allowable choices on dress down day include denim jeans, tee shirts and tennis shoes. As a rule of thumb, casual clothing that is acceptable attire is not appropriate for our regular Monday through Thursday standard.

Provocative attire (low cut clothing, mini skirts, etc.), oversized clothing, extremely tight clothing including spandex or other form-fitting attire, tank tops, midriff tops, crop tops, halter-neck tops and dresses, spaghetti-strap tops and dresses, sun or beach dresses, nylon jogging suits, sweats / exercise pants, sportswear and shorts of any length and / or skorts may not be worn.

Directors and managers are required to use their own discretion on Casual Day depending on their schedule for business that day. Employees who have important meetings with non-employees either on or off site on Casual Day need to consider observing the more professional standards of the regular Dress Code Policy guidelines. If there are questions, ask for clarification from the manager.

These examples are not meant to be all-inclusive, and may need to be amended from time to time as styles change.

6. Grooming and Cleanliness

All employees are expected to present themselves well groomed, with attention paid to good personal hygiene. In consideration of others, care should be taken to avoid strong, offensive odors, such as tobacco, perfumes or cologne as some employees are sensitive to the chemicals in personal care products, such as perfumes, colognes, hairspray or other hair care products and scented lotions.



Title: Dress Code

Original Date: 09/01/12

Policy #: 8.8 of PRRP (R-4)

Last Revision Date: 05/01/13

Lead Department: Human Resources

Effective Date: 05/01/13

Approved by: CEO

7. Compliance

Compliance with this policy is the responsibility of every individual. Employee cooperation will make enforcement unnecessary. However, employees who fail to follow the Dress Code guidelines will be sent home and requested to return to work in compliance with the guidelines. Employees will not be compensated for time away from work.

GCHP reserves the right to determine the appropriateness of compliance with the Dress Code Policy. Continued failure to comply with this policy may result in disciplinary action, up to and including separation of employment. This policy may be revised, updated, or rescinded at any time by GCHP.

Attachments:

Acknowledgement of Dress Code Policy Form.

References:

N/A

Revision History:

Review Date	Revised Date	Approved By