# Policy: HR – Dress Code

Purpose: To promote a professional image and standard throughout the organization.

## Policy:

The company uniform will be worn in its entirety by all EMTs, paramedics, dispatchers, chair car operators and other management personnel while at work or performing company duties and/or tasks. Other company personnel will dress professionally (business attire) at all times during work or while performing company duties and/or tasks.

### Procedural Guidelines:

Personal grooming and hygiene are critical to promoting a clean and healthy workplace and to reinforcing the company’s professional standards and image. While at work, clothing that is unclean or torn, or has inappropriate slogans, patches or printing is not permitted. Also unacceptable is attire that includes, but is not limited to: cut-off shorts, midriff tops, sweat pants, jogging pants, sweatshirts or tee shirts with cut-off sleeves, tank tops, bathing suits, and unclean or torn jeans. If an employee arrives at work inappropriately dressed, the employee will be sent home to change without pay.

All paramedics, EMTs, chair car operators, dispatchers and designated management team members are to wear the company uniform in its entirety. The uniform will include the issued pants, shirt and jacket (if necessary). See [Job Title] for specific details.

Office and professional staff should maintain a neat and professional appearance at all times while at work or on company business. Acceptable attire can include slacks, skirts or dresses, sport/button-down shirts, and blouses. Blue jeans are not acceptable at any time. Shoes must be worn at all times; sneakers or open-toed shoes are unacceptable.

#### Jewelry/Other Items:

The company strongly recommends limited wearing of personal jewelry. Any jewelry that interferes with patient care, safety or job functions is prohibited. [Company Name] assumes NO responsibility for lost or damaged jewelry, nor does it assume responsibility for injuries sustained as a result of wearing jewelry.

* Visible body piercing, exclusive of ears, is prohibited.
* Tattoos may not be visible at any time while working.
* No piece of visible jewelry shall display offensive or vulgar words, phrases, symbols or gestures.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_