


European Service At Home, Inc. Policies and Procedures	
Section 4: Human Resources	
Policy Title: Dress Code	Policy Number: 4.180
	Effective Date:
	Revision Date:
	Approved By:
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PURPOSE

To provide guidelines for employees to present a professional appearance.

POLICY

European Service At Home, Inc., requires that its employees present a professional appearance at all times and that they wear identification tags, containing the Agency's name, the employee's name, job title and photo.

PROCEDURES

1. Employees working with clients shall wear Agency provided/approved uniforms or nursing scrubs.
2. Employees shall use good judgment in choosing appropriate attire when on duty. Attire, which is deemed to be inappropriate includes, but is not limited to the following:
 - a. clothing in disrepair;
 - b. leggings/tights;
 - c. jogging suits;
 - d. clothing with inappropriate language;
 - e. shorts;
 - f. fishnet stockings;
 - g. tank tops;
 - h. revealing or tight clothing;
 - i. open-toed footwear; and,
 - j. artificial or long fingernails.
3. Clothing shall be kept in good repair, be of an acceptable length and fit properly.
4. Only clean and/or polished, closed toe shoes may be worn.
5. Employees shall be well groomed and have good personal hygiene and cleanliness.
6. Fingernails are to be short, clean and neatly kept.
7. Earrings and rings are limited and restricted to those that will not snag on equipment, injure a patient or employee, or that may impede the employee's job performance.
8. Long hair should be pulled back and secured at all times..
9. Perfumes, scented body lotions and/or aftershave lotion should be avoided in respect of clients with sensitivities and/or allergies.
10. Supervisor shall ensure employees wear proper attire and maintain good personal hygiene and cleanliness.