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<b>SUBJECT:</b>	Dress Standards and Personal Appearance
<b>POLICY NO:</b>	IX:04
<b>APPLICABLE TO:</b>	All Employees
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<b>EFFECTIVE DATE:</b>	August 1, 1993
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

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I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that good grooming is a vital part of the impression employees convey to fellow workers, customers, visitors, and patients. In addition, some positions require specific clothing to ensure compliance with safety or universal precaution procedures. Too much care cannot be given to matters of personal cleanliness and appearance. Moderation and good taste in dress are important to all employees.

Therefore, it is the policy of the HHRI that employees use discretion in their choice of attire appropriate to their work environment.

II. PROCEDURE:

- A. Supervisors/managers should discuss the HHRI Dress Standards and Personal Appearance Policy, the HHS Dress Code and Professional Image Policy if employee works in the HCMC inpatient and ambulatory areas, and the HHS Creating a Scent & Fragrance Sensitive Environment Policy at the **time of hire**, and if problems occur. This includes dress requirements, personal appearance, good grooming, and personal hygiene and cleanliness.
- B. HHRI employees working in HCMC inpatient and ambulatory care areas **must follow** the HCMC Dress Code & Professional Image Policy. See InfoOnCall/Human Resource Portal/HR Policies/Dress Code & Professional Image.
- C. HHRI employees working in animal care and preclinical science areas, which are not accessible to the public, may be allowed modifications in the dress code as required by their job duties, with supervisor approval.
- D. If a problem should occur the following steps could be taken:
  - 1. Supervisor should hold a counseling session with the employee.
  - 2. If the counseling session does not bring improvement, the supervisor/manager should send employee home (without pay) to make the necessary changes.
  - 3. The employee must return to work in a reasonable length of time.

III. RESPONSIBILITY:

- A. It is the employee's responsibility to follow dress requirements and use good common sense and judgment to dress appropriately for the work environment. Attire that creates negative reaction on the part of co-workers, visitors, customers, and/or patients will not be considered appropriate attire.
- B. Those employees with the potential for exposure to blood and body fluids may be required to wear specific garments as set forth in the Universal Precautions Guidelines.
- C. An employee will be required to dress appropriately according to the safety requirements for his/her position.
- D. Unacceptable attire includes items such as shorts, mini-skirts, halters, midriff-baring garments, sweatshirts/sweatpants, denim jeans of any color, capris, leggings worn as



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slacks/trousers, pants worn below hip level, clothing that is transparent, unkempt or revealing, and sandals that would be worn as beachwear, i.e. flip-flops.

- E. It is the responsibility of the supervisor/manager to role model appropriate attire and use discretion when counseling or taking disciplinary action regarding personal appearance and cleanliness.