

AA019 Personal Appearance and Dress Code Policy



Personal Appearance and Dress Code Policy

Std Reference:	AA 018	Written by:	Helen Morley
Revision No:	3	Reviewed by:	Shane Scanlan
Pages:	3	Approved by:	Donna McNamara
Review Date:	February 2016		
Next Review:	February 2017		

1. Definition	Page 2-2
2. Wearing your Uniform	Page 2-3
3. Jewellery	Page 3-3
4. Hair and Makeup	Page 3-3
5. Tattoos	Page 3-3
6. Document Revision Record	Page 3-3

AA019 Personal Appearance and Dress Code Policy

1. Definition

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image that Brídhaven presents to residents, visitors and other third parties with whom we come into contact during the course of our work.

OUR PROFESSIONAL IMAGE

At Brídhaven we will ensure that all staff complies with Health/Safety regulations and Infection Control regulations regarding the wearing of uniforms. Management reserves the right to determine if an individual's attire or appearance is inappropriate for work and to request them to adapt their appearance for the work situation. This may involve requesting the employee to return home to change clothing. Where this happens, employees will not be paid for time away from work.

UNIFORM POLICY AND PROCEDURES

The way you look and take care of yourself at work is an important part of the image you portray to your colleagues and residents. If you feel good, you will perform better. Always remember that attention to your own personal hygiene and cleanliness is expected by our residents and colleagues alike.

Employees are required to provide their own uniform and safety shoes. We would suggest that you have at least two tunics and trousers to allow for laundering. Notwithstanding this, it is the responsibility of each employee to ensure that their uniform is in a clean, hygienic and presentable condition at all times.

Department Uniforms:

Senior Nurses:	Dark Blue Tunic / Navy Trousers / Navy Cardigan
Staff Nurses:	White Tunic/Navy Trousers/Navy Cardigan
Health Care Assistants:	Blue & White Striped Tunic/Navy or Black Trousers
Clyda:	Smart Casual wear - Polo shirt and trousers (no large or offensive logos, no jeans).
Maintenance:	Black Polo shirt / black trousers
Housekeeping:	Light Green & White Striped Tunic / Black or Navy trousers
Catering:	Black Polo shirt / Black Trousers / Blue tabard
Activities:	Light Mauve tunic / Navy or Black Trousers
Shoes:	Navy or Black, robust, non-slip, non-porous – <u>No runners/trainers or coloured laces, crocs etc.</u>

2. Wearing Your Uniform:

- A clean, fresh uniform must be worn every day i.e. tunic **and** trousers.
- In order to comply with infection control requirements, employees must change out of their uniform before leaving Brídhaven each day.
- Tunics: Do not overfill the pockets as this distorts the shape of the garment
- Name badge must be worn at all times on the left hand side
- All uniforms to be clean and tidy. In hot weather please ensure that personal hygiene is attended to and uniforms changed daily.
- You are responsible for the launder and upkeep of your uniform, colour run items are not acceptable for wear e.g. white to grey etc.
- Navy Cardigans to be worn if required, but not allowed when dealing with residents in line with infection control guidelines.
- Navy Trousers: Hemmed to sit neatly over shoes.
- Socks or tights must be worn
- Navy or Black work shoes to be worn. Sandals are not suitable for work in Brídhaven. Shoes must be appropriate in both style & colour as follows

AA019 Personal Appearance and Dress Code Policy

- Black or navy shoes. No open toed, open backed, stiletto, platform, wedge, boots, flip flops, crocs or trainers etc., or fashion shoes to be worn. Shoes should be clean, polished and in good repair at all times.
- Safety shoes must be worn at all times by kitchen, housekeeping and maintenance staff.

3. Jewellery

- With the exception of one pair of small stud earrings, all other visible studs or rings must be removed and tattoos must never be visible while on duty.
- No Facial Jewellery is permitted including tongue studs
- No Wrist watches or bracelets to be worn, fob watch permitted if required.
- 1 plain band ring to be worn when attending to patients, no rings with stones.
- 1 light chain is permitted around the neck, but must be under clothing
- Clyda Staff – No large or offensive logos are to be worn on shirts.

4. Hair & Make Up

- Hair should be clean, well-groomed and neatly styled.
- Short hairstyles must be well-trimmed, longer style neatly tied back.
- Ensure nails are short, clean and well-manicured, false nails & nail varnish are not permitted.
- Make-up should be well maintained and professional in appearance.
- Male employees must be clean-shaven whilst on duty; moustaches and beards should be neatly trimmed.
- Scissors are available at the nurse's station

5. Tattoos – Must be covered up at all times.

This policy may be subject to change.

6. Document Revision Record:

Revision No.	Reviewed by:	Date:	Changes: Yes/No	Reason for Review