

NWF Health Network Policy & Procedure

Series: 1100: Human Resources

Policy Name: Employee Dress Code Policy

Policy Number: 1125

Origination Date: 02/17/2009

Revised: Board Meeting of 12/14/2023

Policy

It is the policy of NWF Health Network (NWFHN), to require appropriate appearance and dress code for NWFHN employees.

Procedure

- A. NWFHN employees and volunteers are to dress appropriately for the job they are assigned to do.
- B. Good judgment is to be used so that employees present a professional image to the public.
- C. A professional business casual dress code for staff members, in all offices, exists.
- D. At no time are employees allowed to wear revealing or provocative, soiled or torn clothing.
- E. Supervisors will deal with inappropriate dress as a supervisory issue, subject to disciplinary action as necessary. If you are unsure about what dress is appropriate, talk to your supervisor.
- F. Staff who are required to make an appearance in court are required to dress in appropriate professional business attire. Employees who do not wear appropriate business dress on such a date will be asked to go home and change.
- G. Employees of NWFHN are expected to show a well-groomed, neat appearance. Employees are also expected to practice good personal hygiene as part of their professional presentation. Repeated violations may lead to disciplinary action up to and including termination of employment.
- H. NWFHN observes a professional business casual dress code during business hours Monday through Thursday, NWFHN recognizes Friday as casual day unless otherwise directed. The following types of clothing are not allowed on any day:
 - * jeans with holes
 - * shorts
 - * tee shirts (NWFHN Logo shirts allowed)
 - * tank tops
 - * sweats
 - * dirty clothes
 - * revealing or provocative attire
- I. Appropriate business dress is required at all NWFHN functions where board members are present, business meetings involving staff, and other business events determined by the CEO. The CEO will attempt to give five days' notice of a date when business dress is required.