

POLICY STATEMENT

It is a policy of Valley Health System that all employees present a professional appearance that reflects good judgment, creates a favorable image of the Organization to align with Valley's branding efforts, and provide consistency to make it easier for patients (where applicable) to identify staff. As such employees are expected to always dress professionally and appropriately considering their work environment, daily job responsibilities and contact with the public. If there is any doubt regarding the interpretation of any of the detailed Personal Appearance Guidelines which are on the Intranet, the employee should seek clarification, in advance, from their manager or Human Resources.

PROCEDURAL GUIDELINES

1. All employees regardless of whether they are required to wear a uniform or not are expected to abide by the Personal Appearance Guidelines which can be found on the Human Resources Page of the Intranet under the Employee Information Tab.
2. Individual departments may establish more conservative Personal Appearance Guidelines based on the work environment, daily job responsibilities and contact with the public.
3. While the Organization respects and recognizes the right of every employee to express his/her social, cultural and ethnic personality in a mode of dress and grooming, the Organization has a need to present a professional appearance to the patients and our community. The Organization maintains the exclusive right to determine and establish standards of dress and grooming dictated by need, exposure to the public, safety, modesty and common sense.
4. Employees who are required to wear a uniform shall wear it at all times while on duty. This shall include when attending meetings, working onsite, providing patient care, visiting a facility, physician's office, or any other referral source, unless when the patient or family requests the uniform not be worn due to privacy issues (applies to Valley Home Care Staff) and/or other patient preferences or a request from a facility. In any of these cases, the employee needs to update their manager accordingly.
5. It is the responsibility of each department to determine which employees will be required to wear uniforms – see Addendum A for some of the specific uniform guidelines. Employees will launder his/her own uniform, except in areas where, for infection control purposes, the Organization is responsible for laundering.
6. Identification badges must be worn at all times in an easily visible spot above the waist (e.g., at the shoulder or chest). The employee's picture and current title must be facing outward so the employee may be easily identified by name. Buttons or pins that identify the area of training, medical specialty, health care association, or Organization sponsored programs may be worn on the identification badge as long as they are not covering the employee's picture, name or the bar code. Stickers, personal items or sayings/quotes cannot be placed on the ID Badge.
7. Employees in designated Hospital based positions will be issued an RTLS Badge which will allow staff to hit the Duress button on their badge to alert Security and their unit that there is a safety event at their location. The employee is responsible for the safekeeping of this badge, which must be worn at all times. It is the employee's responsibility to check and ensure that battery life notifications are acknowledged to optimize performance of the RTLS badge. Employees who repeatedly report to work without this badge may be subject to constructive counseling. Any staff member with an RTLS badge that transfers to another position

must return their badge to their manager on their last day. If the new position requires an RTLS badge, employees will be issued a new badge prior to the start of their new position. If an employee loses their RTLS badge, the Information Systems department will purchase a replacement for the employee. Employees that terminate from the organization are required to return both their ID badge and RTLS Badge. Failure to return the RTLS badge will result in the cost of the badge to be deducted from the employee's PTO payout and they will be deemed ineligible for rehire.

8. Staff are expected not to have the odor of smoke on their clothing.
9. Employees who wear a uniform must follow their entity specific guidelines.
10. Management is expected to regularly monitor the compliance of this policy and appropriately deal with non-compliant employees.
11. The Organization's policy on constructive counseling and corrective action may be implemented for employees who do not comply with this the specifics of this policy; this may include, but is not limited to, modifying the non-compliant individual employee's personal appearance guidelines or sending an employee home to change or retrieve their Badge as necessary.

Valley Home Care - Uniform Guidelines:

Home Health Aides

Valley Blue scrubs with Logo and or the Valley Blue Jacket with logo with white pants must be worn at all times.

Therapists

Valley Blue Lab coats must be worn over your clothing at all times.

All other Professional Staff

White lab coats must be worn over your clothing at all times.

Valley Medical Group – Uniform Guidelines:

Clinical:

CMA and Cardiology Imaging Techs (only): the uniform consists of navy scrub top, navy scrub pant and navy scrub jacket with the appropriate embroidered VMG logo. Shoes, sneakers, clogs may be in white, navy blue, gray or black with no porous material. A shirt may be worn under the scrub top with color options available on the vendor website. Please see uniform and VMG logo details on the VMG Do's and Don'ts uniform page. Uniforms may be purchased through the website at valleyhealthuniforms.com.

LPN/RN: the uniform consists of pewter gray or white scrub top, pewter gray scrub pant and pewter gray or white scrub jacket with the appropriate embroidered VMG logo. LPNs located at Luckow Pavilion only must wear navy scrub uniform. Shoes, sneakers, clogs may be in white, gray, or black with no porous material. A shirt may be worn under the scrub top with color options available on the vendor website. Please see VMG specific uniform and logo details on the VMG Do's and Don'ts uniform tile page. Uniforms may be purchased through the website at valleyhealthuniforms.com.

Techs: the uniform consists of burgundy scrub top, burgundy scrub pant and burgundy scrub jacket with the appropriate embroidered VMG logo. Shoes, sneakers, clogs may be in white, gray, or black with no porous material. A shirt may be worn under the scrub top with color options available on the vendor website. Please see uniform and VMG logo details on the VMG Do's and Don'ts uniform page. Uniforms may be purchased through the website at valleyhealthuniforms.com.

Administrative

Business Associate/Office Coordinator: the uniform consists of black blazer, black jacket, or black sweater paired with business style shirt and black pant or skirt. You may wear your own shirt, pant, skirt, or order through the website. The black blazer, black jacket or black sweater must be purchased through the VMG Uniform Program with the appropriate embroidered VMG logo. The shirt may be white, off-white, light or medium blue in button down, crew neck, v-neck or turtleneck style. The pant must be business style and no leggings, jogging pants or jeans allowed. The skirt must be modest length and cannot touch the floor. Footwear may be black shoes or black sneakers with no logos or designs. Failure to wear hose or stockings is not acceptable.

Please refer to specific VMG uniform and logo details on the VMG Uniform tile page under Do's and Don'ts and FAQs. All employees must be neat, clean and well-groomed at all times. ID badges must be worn at all times while on duty. Please reach out to your direct supervisor for any clarification.

Valley Hospital – Uniform Guidelines:

Nurses

Preference— pewter grey pants (sketcher brand) and pewter grey skirt with a valley logo pewter grey or white uniform scrub top and valley logo pewter grey or white clinical jacket for nursing units. Shoes, clogs or sneakers may be any color (no decoration on the sneakers or clogs). The uniform on Pediatrics and Pediatric ED consists of a top with child friendly designs and coordinating pants. Exercise physiologists wear white pants or skirt and a designated red shirt. Contact your Nurse Manger for specifics. A white or grey short or long sleeve jewel neck t-shirt for wearing under the scrub top is also optional. Uniforms may be purchased from vendor Barco and should be the brand Sketchers in pewter grey. The website is valleyhealthuniforms.com

Luckow SDS, OR, PACU, Cardiac Cath/EP Lab, Labor & Delivery, wear scrubs supplied by the hospital. In public areas, a white lab coat must be worn.

PCAs

The PCA uniform consists of Indigo blue v-neck scrub top and white pants or skirt with all white shoes or sneakers (no decoration on the sneakers). Indigo blue warm-up jacket with jewel neck and snap front optional. Indigo blue or white long sleeve, jewel neck t-shirt for wearing under the scrub top is also optional.

Business Associates

Black cardigan sweater or sweater vest (with the Valley logo.) White collar blouse/shirt/crew neck shirt (no t-shirts or thin material.) Black slacks - (no leggings, jogging pants, scrubs, jeans, stretch or yoga pants.) Black skirts - (appropriate length for business attire.) Footwear: black shoes, flats, heels or sneakers (no logos.) Failure to wear hose or stockings is not acceptable. All employees must be neat, clean, and well groomed.

ID Badges must be worn at all times while on duty and there may not be anything placed on the badge including stickers or multiple pins. One pin designating an area of clinical or business specialty or certification is the only pin that is permitted.