Joseph F. Sullivan Center Dress Code Policy

I. Purpose:
To convey a professional appearance to patients, visitors, and co-workers.

II. Policy:
All staff, interns and volunteers working with patients or patients' families or in public areas are expected to dress in a professional manner. The appropriate dress for staff takes into consideration safety and business function of the department.

III. Specific Information:
- Clemson ID badges must be worn at all times above the waist in a visible spot.
- Apparels must be clean, neat, and in good condition.
- Males should wear pants (not blue jeans). Females can wear skirts or dresses, however they fall no more than 4 inches above the knee. Nice shirts should be worn (no tshirts). Appropriate undergarments should be worn at all times.
- Good personal hygiene should be displayed always. This includes:
  - Body cleanliness, including deodorant
  - Hair should be clean, neatly trimmed, and contained in such a manner that it does not come in contact with the patient or visitors.
  - Cologne/aftershave/perfume are not allowed in patient care areas.
  - Fingernails are kept clean, well-cared for, and no longer than 1/4 inch from fingertip in length. Artificial and long natural fingernails are not permitted for those providing direct patient care. Nail polish, if worn, is well maintained. Chipped nail polish is not allowed.
  - Jewelry should be conservative and no visible jewelry other than earrings is allowed. There should be no visible tattoos.
- Closed toed shoes should be worn at all time.
- Lab coats should be worn over clothing, both on site and off site. If you have your own you can wear it. The Sullivan Center keeps extra in the clinic for students to wear while working.
- If you would like to wear scrubs, you may. Make sure they are neat.

The following are not allowed:
- Faded, torn, ripped or frayed clothing;
- Midriff or off-the-shoulder blouses, sweaters, or dresses;
- Torn, ripped, or frayed clothing;
- Tight, sheer, or revealing clothing;
- Clothing with advertisements, sayings, or logos, with the exception of apparel when worn as part of the uniform;
- Spaghetti strap or strapless shirts or dresses;
- Denim jeans;
- Shorts or sports attire;
- Hats, caps bandanas, plastic hair bags/shower caps (particularly worn within buildings) unless for medical conditions or safety purposes or established religious customs;
- Visible body piercing/jewelry except for ears;
- Visible or gross tattooing on face, neck, arms or hands; tattoos 1 inch in size - graphic/disturbing, e.g., displaying violence, drugs, sex, alcohol, tobacco products.

My signature confirms that I have read and understand the JFSC Dress Code Policy, and agree to abide by it.

Print Name: __________________________________________________________
Signature: ___________________________________________________________
Date: ______________________________