|  |  |
| --- | --- |
|  DRESS CODE | NO. 425 |
|   POLICY:Winning Wheels strives to project a professional image to residents and visitors. It is essential that you are well groomed and appropriately dressed as you are representing Winning Wheels. PROCEDURES:Upon hire, staff will receive a name badge. The name badge is part of the uniform and must be worn. Offensive tattoos including, but not limited to, coarse language, racial slurs, nudity, and hate group symbols, must be covered. If you have questions about your tattoo(s) or wish to discuss a future tattoo, talk to your/a supervisor or the Human Resources Director. Body piercings (eyebrows, lips, nose, etc.) are not allowed and must be removed or covered while on duty. Abnormal bruising of the skin (e.g., hickeys) will not be tolerated. Such areas must be covered with a bandage or additional clothing. Hair must be stylized or worn as to not cause health and/or safety concerns for residents. Direct care staff is prohibited from wearing jewelry that could interfere with resident’s care. Large or dangling earrings have the possibility of being pulled out. Loose fitting necklaces can be pulled and broken.Direct care staff is prohibited from wearing acrylic or false nails, or natural nails longer than ¼ inch in length. They are a potential source of cross contamination and possible injury to the residents. Ninety days after hire, staff will receive a pair of shoes from Shoes for Crews. Shoes must be of neutral color, slip resistant, and in good repair. “Croc” style shoes are prohibited. Below are department specific dress requirements:**Housekeeping and Laundry**: Navy blue scrub top and pants**Dietary**: Green scrub top and pants**Nurses, Nurse Aides, and Restorative Aides**: Any color scrub top or bottoms, or Winning Wheels apparel. **Administration, Department Heads, Social Services, and Activities**: Business casual**Maintenance**: Jeans and tee shirt or sweatshirt (at supervisor’s discretion). During warm/hot temperatures, Capri or crop length dress pants or scrub pants are permitted. In colder months, lab jackets or fleece jackets of neutral color (black, white, grey, beige, etc.) may be worn over uniforms. Long sleeve shirts of neutral color with no print may be worn under uniform tops. Fridays are designated as casual days. On casual days staff may wear jeans. Administration, Department Heads, Social Services, and Activities may wear Winning Wheels tee shirts or sweat shirts.  |
| Approved: | Effective Date: | Revision Date:2/12; 1/14; 7/14;2/15; 6/16; 3/17 | Change No.: | Page: 1 of 2 |

|  |  |
| --- | --- |
|  DRESS CODE | NO. 425 |
| I have read the Winning Wheels Dress Code and understand that compliance is required for continued employment. If an employee arrives to work without the proper uniform attire they will be asked to change or be sent home. I also understand that upon termination I will be required to return the company provided uniforms in good repair. If I cannot, the cost of the uniforms will be deducted from my final paycheck. You will be charged for replacement name badges and gait belts.Print Sign Date   |
| Approved: | Effective Date: | Revision Date: 2/12; 1/14; 7/14;2/15; 6/16; 3/17 | Change No.: | Page: 2 of 2 |