



# Mount Rogers Health District

## Dress Code Policy

**SUBJECT:** Dress Code Policy

**APPLICABLE TO:** Full-time & Wage Employees, Contractors, **Volunteers**, Students, Interns working in the Mount Rogers Health District

**EFFECTIVE DATE:** January 1, 2024

**BACKGROUND:** Questions arise periodically about the dress code policy for district staff and this policy will provide guidance to answer those questions.

**PURPOSE:** To provide employees, contractors, student interns, and volunteers with general guidelines regarding appropriate dress for the workplace in order to present a business and professional image to our customers, patients, and business partners.

The intent of this policy is not to discriminate against anyone because of race, color, religion, national origin, political affiliation, sex, age, disability, or sexual orientation.

**AUTHORITY & INTERPRETATION:** The Mount Rogers Health District Director issues this policy pursuant to the authority provided in Va. Code § 32.1.

This policy was reviewed and updated on December 4, 2023 by the District's Health Director and Human Resources Analyst.

**POLICY:** It is the policy of VDH to adhere to an agency wide standard of dress according to the following guidelines.

### 1. Standard of Dress

- 1.1. VDH expects that all staff maintain their appearance by ensuring they are clean, neat, wear appropriate fitting clothing and have proper hygiene while at work. This standard ensures a safe and comfortable work environment in order to achieve and support the best job performance levels.
- 1.2. The Mount Rogers Health District considers Casual Business Attire as the standard of dress throughout the work week in our health departments. Specific assignments may require variations from this standard to either more formal or less formal attire.
- 1.3. Staff are allowed to wear jeans during the work week. Jeans must be clean, neat, and appropriate for work. Jeans should not be ripped, torn, tattered, or distressed.
- 1.4. If any staff member is conducting or attending meetings, seminars, conferences, etc. with other business professionals they are expected to represent MRHD in a professional manner and dress appropriately for conducting such business. In those cases, it may be appropriate to dress in traditional business attire. It is important for the employee to know their audience and dress accordingly.



1.4.1. Staff should not wear jeans if they are attending or serving as a representative at external meetings, workshops, conferences, training sessions, etc.

1.5. Medical Reserve Corps Volunteers are expected to dress in an MRC badges and appropriate attire which may include MRC branded t-shirts when out in the field or in a health department.

## 2. Attire & Footwear

2.1. The following demonstrates examples of what is considered **unacceptable** attire for the work environment. Certain work settings (e.g., clinical, outreach, fieldwork) may have additional considerations or exemptions.

2.2. Should a staff member have a question about the attire they want to wear and do not see it listed in the chart below, they should discuss with their supervisor **BEFORE THEY WEAR IT TO WORK.**

### 2.3. Unacceptable Attire & Footwear Examples

- 2.3.1. Shorts, Sweatpants, Ripped, tattered, or torn slacks/jeans
- 2.3.2. Leggings worn without a dress or long length blouse/sweater that falls below the buttocks
- 2.3.3. Crop tops or other tops that expose midriff
- 2.3.4. Sports jerseys, jogging suits, wind suits, workout clothing, gym shorts, camouflage
- 2.3.5. Shirts with inappropriate or possibly offensive words, symbols, logos, including political messages (including buttons/stickers)
- 2.3.6. Items that resemble lingerie, sleep wear, or beach wear
- 2.3.7. Clothing that exposes undergarments
- 2.3.8. Athletic shoes when meeting with vendors, contractors, or serving as a representative of the district at outside meetings, workshops, conferences, training sessions, etc.
- 2.3.9. Crocs with openings in the tops
- 2.3.10. Shoes in poor condition (holes or missing pieces)
- 2.3.11. Hats (when indoors, unless required by regulation or Code)
- 2.3.12. Soiled clothing of any kind (unless the soiling of clothing occurred at work)

### 2.4. Specific Work Setting Guidance

#### 2.4.1. Client Facing Settings

- 2.4.1.1. Medical Scrubs or Lab Coats are acceptable
- 2.4.1.2. Shoes that fully cover the feet are required to provide protection and comply with OSHA regulations
  - 2.4.1.2.1. Beach flip flops, sandals, bedroom slippers/shoes, and athletic sandals are not acceptable

#### 2.4.2. Field Work Settings (EH)

- 2.4.2.1. Shoes and socks that fully cover the feet are required to provide protection and comply with OSHA regulations.
- 2.4.2.2. Work style pants, shorts, or boots are acceptable for outdoor field work
- 2.4.2.3. Hats are acceptable for field work or indoors

#### 2.4.3. Community Outreach Events

- 2.4.3.1. Shorts are acceptable if they are no more than 3 inches above the knee.



- 2.4.3.2. *Hats are acceptable*
- 2.4.3.3. *Open toed shoes are acceptable*
- 2.4.3.4. *T-shirts are acceptable, but should only be MRHD/VDH branded attire*

#### 2.5. ID Badges

- 2.5.1. All staff should wear their MRHD photo ID badge when client facing or in clinical areas, out in the field, attending outreach events, or when representing the district at external or community events/meetings.

### 3. District Responsibility

- 3.1. The health director has overall responsibility for implementation of this policy.
  - 3.1.1. Managers and supervisors are responsible for the consistent application of this policy. Managers and supervisors must counsel employees and make recommendations if this policy is not adhered to.
  - 3.1.2. If there is a disagreement between the employee and supervisor, a manager or district human resources representative should be consulted; the ultimate decision shall rest with the Health Director.

### 4. Compliance

- 4.1. If a staff member is not sure whether an article of clothing, footwear, or hygiene is appropriate for the workplace or has questions regarding the dress guidelines, they should confer with their supervisor and/or the human resources analyst for the district.
- 4.2. If a staff member reports to work and is found to be in violation of this policy the supervisor should instruct the employee to leave work and report back to work appropriately dressed based on the dress guidelines. The employee will not be compensated for time away from work if they are asked to leave work as a result of inappropriate; therefore, the employee may use their own leave for the time spent away from work.
- 4.3. Violation of these guidelines may lead to disciplinary action under the Standards of Conduct Policy 1.60 or other appropriate action for contractors, consultants, and individuals working at VDH through temporary staffing agencies.
- 4.4. Mount Rogers Health District will make reasonable efforts to accommodate for dress or grooming directly related to an employee's religion, ethnicity, disability, or medical needs. The employee may be required to present documentation to the supervisor and/or human resources analyst for reasons related to disability or medical condition.