

**The Johns Hopkins Medical Institutions
Department of Pathology**

Appearance Standards and Image Policy

I. Purpose

To define the policies and procedures of the Department of Pathology with regard to employee attire, personal hygiene, grooming and safety.

II. Policy Statement

In keeping with The Johns Hopkins Medical Institutions Employee Standards of Conduct, Performance Appraisal Program, and Customer Service Expectations, employees will foster a positive image appropriate for a health care environment. Employees will dress in a fashion that promotes health and safety, establishes confidence and respect for the institution, patients and each other, and complies with legal, EEO/AA, OSHA and other regulatory bodies.

III. Application of Policy

A. The Department of Pathology Appearance Standards and Image Policy will be considered by supervisors when preparing performance evaluations for both exempt and non-exempt personnel. Managerial/supervisory staff will provide the determination of whether or not a dress code waiver is appropriate due to religion, culture or other reason.

B. Failure to comply with this policy may be addressed through the disciplinary processes of The Johns Hopkins Medical Institutions.

APPEARANCE STANDARDS AND IMAGE POLICY

When on The Johns Hopkins Medical Institutions premises, all employees must prominently display their identification badge at all times and adhere to the institution standards for appearance and image.

As representatives of The Johns Hopkins Medical Institutions and The Department of Pathology, clothing should be clean, neat, in good repair, and have a professional look. Attire will be suitable for the duties performed.

No aspect of the employee's dress should embarrass or offend patients, visitors, and co-workers. Patients, visitors and co-workers must be treated with respect regarding exposure to chemical irritants (e.g. perfumes, colognes, aftershave lotions). Fragrances should be light, or omitted if indicated by an individual work area. Care must be reflected in both good personal hygiene *and* attire.

Appearance and Image Dress Standards

Acceptable

- Slacks; skirts, dresses, dress shorts or culottes at knee length
- Stirrup pants-only when worn with below-the-hip tops
- Men- slacks, shirts with a collar
- Uniforms/Lab coats
- Jewelry in moderation
- Fingernails that are clean; length does not interfere with job duties and safety practice
- Hair, beards, mustaches that are clean, neat and of a natural color (e.g. not purple, green, fuschia)
- Good personal hygiene
- Socks/hose/tights

Unacceptable

- Micro-mini skirts, blue jeans, tight fitting pants or revealing clothing
- Sweat pants, sweat shirts, jogging suits, baseball caps
- Tank, tube, halter, strapless, cropped tops, or revealing necklines
- T-shirts, clothing, pins or badges that promote political causes, products, or slogans not endorsed by the Medical Institutions or Department
- Patterned/colored undergarments that can be seen through outer garments
- Chemical irritants such as heavy perfume, cologne, after shave, lotions
- Visible body piercing, except ears
- Glitzy apparel, mirrored or dark glasses, hair glitter, large or below-the-jaw earrings
- Headgear, except when required by professional activity, or by religious/ethnic standards

Safety Standards

The use of laboratory coats, gowns, gloves, eye protection and other safety attire will be used as described in the laboratory safety manual.

Acceptable

- Appropriate safety attire as described in the laboratory safety manual
- Personal protective devices/attire worn in appropriate laboratory settings
- Close-toed, clean, fluid impenetrable shoes in good repair; tennis shoes of the leather type, not canvas
- Fingernails that are clean and of a professional length that does not interfere with job duties and safety practices (e.g. harm to a patient, damaging required gloves)
- Hair that is short or tied back so as not to interfere with sterile fields, laboratory instruments, and vision.

Unacceptable

- Wearing protective laboratory attire outside of the laboratory or in patient care areas
- Open-toed, or canvas shoes in the laboratory
- Wearing grossly contaminated protective devices/clothing, or not following decontamination procedures for contaminated devices/clothing
- Jewelry, fingernails, hair that interfere with safety to patients, operation of laboratory instruments, tear protective gloves, or maintenance of universal precautions
- Eating, drinking or chewing gum in the laboratory
- Applying cosmetics in the laboratory