

Title:	Dress Code	Index Number:	GLD-ADM-013 (Func. - Categ. - Sr.No.)		
Function:	Governance, Leadership, and Direction	Category:	Administrative		
Scope of application:	AUBMC - Employees	Original Date:	Reviewed on:	Next Review Date:	
		16.09.2008	22.02.2017	22.02.2020	

1. Policy

- 1.1. American University of Beirut Medical Center (AUBMC) Employees shall dress in a manner that promotes their professional personal appearance.
- 1.2. Employees and workers, based on the needs of their jobs as determined by the Medical Center, shall be provided with uniforms and shoes.
- 1.3. Name badges shall be worn at all times and easily visible above the waist in accordance with the *Identification Badge Policy (GLD-ADM-001)*.

2. Purpose

- 2.1. To promote a professional image of AUBMC to patients, visitors and the general public.
- 2.2. To ensure hygiene, prevent the spread of infections and promote a safe working environment.

3. Procedure

3.1. Personal Hygiene

- 3.1.1. Personal body hygiene must be observed.
- 3.1.2. Hair shall be neat, clean and well groomed. Long hair shall be tied back during patient treatment or when operating machinery.
- 3.1.3. Nails shall be clean and of an appropriate length.
- 3.1.4. Make-up, perfume and cologne shall be kept to a minimum.

3.2. Jewelry and Accessories

- 3.2.1. Shall be discreet.
- 3.2.2. Shall not constitute a potential hazard to patients.

3.3. Clothing

- 3.3.1. Clean white lab coats shall be worn by staff providing direct patient care except in areas where other protective clothing is required for the job.
- 3.3.2. Uniforms may be required in some areas (like the outpatients area).

- 3.3.3. Employees or workers wearing their own clothing shall consider the following:
- 3.3.3.1. Clothing shall be neat and clean.
 - 3.3.3.2. Clothing shall be loose enough to permit free movement.
 - 3.3.3.3. Dresses and skirts shall be of an adequate length and non-transparent.
 - 3.3.3.4. Tops and Blouses need to be long enough to provide adequate coverage of the abdomen.
 - 3.3.3.5. Neckties are highly recommended in areas that have direct contact with patients and the public.

3.4. Shoes


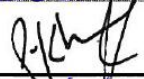

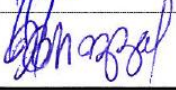
- 3.4.1. Footwear shall follow the safety and infection control regulations.
- 3.4.2. Shall be clean and in good repair.
- 3.4.3. Low-Noise shoes are to be used, preferable slip resistant. Colored tennis shoes are discouraged as they do not portray a professional image.
- 3.4.4. Sports shoes are discouraged.
- 3.4.5. Clogs are allowed only in closed areas.

4. Responsibilities

- 4.1. **Employees** who report to work dressed or groomed in a manner inconsistent with this policy may be sent home to change and subject to disciplinary measures if repeated violations are experienced.
- 4.2. **Department Heads, Directors, and Managers:** Are responsible for ensuring that all dress and grooming standards are followed.
 - 4.2.1. **1st offense** – verbal warning.
 - 4.2.2. **2nd offense** – verbal warning and sent home to change.
 - 4.2.3. **3rd offense** – written warning in the personnel file.
- 4.3. **Human Resources Director and Hospital Administration Members** are to enforce this policy and notify the Department Head concerned when violations are noticed.

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5. Signatures

Originally Prepared by:			
Dania Baba, PhD, Human Resources Director			
Reviewed and Concurred by	Name	Signature	Date
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Chief Quality and Compliance Officer	Petra Khoury, PharmD		24-2-17
Approved by	Name	Signature	Date
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