

# VILLAGE EYECARE

## DRESS CODE & HYGIENE

We strive to have the appearance of the office and its employees reflect the quality of our work. Visitors entering the office should have a feeling of confidence in our ability to keep care for their eyes and health records when viewing the appearance of the staff. We believe in order to reflect this image all full-time, part-time, and temporary employees should be dressed to show pride in our appearance.

Enforcement of this guideline is the responsibility of Management. If questionable attire is worn in the office, Management will hold a personal, private discussion with the employee to counsel the employee about the inappropriateness of the attire. If an obvious policy violation occurs, Management will hold a personal, private discussion with the employee to discuss the inappropriateness of the attire and then ask the employee to go home and change into appropriate office attire. The time spent changing will be unpaid and will be recorded in the employee's personnel file. Repeated dress code policy violations will be subject to disciplinary action, up to and including termination. Requests for advice and assistance in administrating or interpreting this guideline should be directed to the Office Manager.

The key point in determining appropriate office casual attire is the use of common sense and good judgment. If you question the appropriateness of the attire, it probably isn't appropriate.

### APPROPRIATE ATTIRE

#### Men:

- Fold-down collared shirt, short sleeved or long, tucked in. Polo shirts are acceptable.
- Tasteful sweaters
- Slacks or chinos in a conservative color.
- Trouser or dress socks
- Dress shoes or dress boots wholly leather or leather-like, in a conservative color. Both slip-on and tie-up shoes are acceptable.
- Blazers or sport jackets
- Ties
- Navy blue scrubs and clean white or black tennis shoes are acceptable when assigned to tech for the day.

#### Women:

- Blouses or button-up shirts. Plunging necklines and exposed shoulders are not acceptable.
- Tasteful sweaters

- Slacks, chinos, or dressy capris.
- Conservative dresses or skirts, no shorter than 2 inches above the knee.
- Blazers or cardigans
- Dress shoes, low heeled or flat, in a conservative color and design. Peep-toes, tasteful boots, or sling-backs are acceptable. Sandals and any open-toed shoes are not acceptable.
- Scarves
- Solid, dark scrubs and clean solid white or black tennis shoes are acceptable when assigned to tech for the day.

All clothing should be kept neat and pressed, free of frayed edges or exposed seams, and should fit well. Undergarments should not be visible. Tasteful jewelry is permitted so long as it does not interfere with job duties. Any loose garments, dangling jewelry, or long hair should be secured before using moving machinery.

### **Personal Grooming**

- Hair should be well-groomed, dry, and out of the face.
- Nails should be trimmed, clean, and free of nail polish chips.
- Hands must be washed every time after using the restroom, eating, or smoking.
- Employees should have fresh breath and no body odor, and should be conservative in the use of scented body lotions and cologne/perfume.
- Makeup should be tasteful and conservative.
- Pierced ears are acceptable, however other visible body jewelry must be removed or concealed during business hours. Visible tongue studs are not acceptable.
- Tattoos must remain covered at all times.
- Food is not allowed in the patient care area. Beverages are permitted but must be stored out of patient sight.