POLICY STATEMENT: Employees of RWJBarnabas Health (RWJBH) are required to perform all professional activities in the decorum of professionals in both dress and conduct for all scheduled working hours including weekdays, weeknights, weekends and holiday and is specific to the health care provider’s direct role and responsibility. The established standards of dress are implemented for the following business related reasons:

1. to communicate competence and professionalism to those we serve;
2. to ensure the safety of employees as well as the patients, visitors, and other members of the public;
3. to promote positive working environment and limit distractions caused by provocative or inappropriate workplace attire; and
4. to provide identification of employees to patients, fellow employees, and the general public.

WORKPLACE ATTIRE STANDARDS/GENERAL APPEARANCE GUIDELINES:

1. Established standards are necessary in every department of the facility as all employees may have contact with patients and other members of the public.

2. RWJBH issued identification badges must be in the employee’s possession at all times while at work for time and attendance and/or for employment verification purposes. In patient care areas, the identification badge should be prominently displayed.

3. It is recognized that there is a need for flexibility in dress due to the variation of jobs performed; therefore, each department shall determine appropriate workplace attire for their area to set standards and guidelines that confirm to the operational needs of the department.

   a. Supervisors should communicate their department’s’ workplace attire and appearance guidelines to staff during the department orientation. Established department standards shall be in writing and be maintained as part of the department policies and procedures.
   b. Any questions regarding about the department’s guidelines should be discussed with the department director/supervisor.
   c. At the discretion of the department management, staff may be permitted to dress in a more casual fashion than is normally required. On such occasions, employees are still expected to present a neat appearance and are not permitted to wear inappropriate attire such as, but not limited to, ripped or disheveled clothing and athletic wear.
   d. Departments that address tattoos and body piercings should address based on the nature of their business and customer contact. Any limits imposed that require tattoos and piercing not be visible should be gender neutral to prevent sex discrimination claims.
###工作服着装

4. 统一着装的员工应遵守部门的着装规定。每个部门都应有部门着装规定，这些规定应由所有新员工在部门特定的培训中了解。
   a. 部门总监，经上级批准，应决定统一着装的类型，如果有的话，总监应决定着装的适合性。
   b. 每个设施的高层领导团队保留权利来设定着装的标准，包括着装的风格和颜色。
   c. 为了遵守RWJBH的安全标准，员工在工作时不应穿着短裤。

5. RWJBH允许员工以他们性别认同或表达出现。

6. RWJBH会为员工的宗教信仰提供必要的便利，但不造成过度的困难。

7. 各设施的首席人力资源官（CHRO）应负责为部门领导者提供关于政策实际声明及意图的建议和指导。

8. 不提供直接患者护理的员工可以穿着个人或雇主提供的布质口罩，作为手术或程序性口罩的替代，以符合当前RWJBH口罩政策。如果更高的防护要求基于员工的职责或工作区，布质口罩可能不能被佩戴。在其他情况下允许的情况下，个人的布质口罩应遵守以下期望，以确保对患者及其家人和亲人提供适当和舒适的经验：
   a. 这种覆盖物不表示政治或冒犯信息或图象；
   b. 这种覆盖物不显示任何字词、符号、标志或声明；
   c. 这种覆盖物可以显示设施或健康系统标志和信息。

9. 该政策意在遵守任何3.20权利，由法律规定保证给任何员工。

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**工作服着装**

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10. Bargaining unit employees must adhere to the dress code guidelines established in their Collective Bargaining Agreements.

*With today’s wide variety in fashion trends it is an impossible task to enumerate every article of proper dress. Common sense and respect for our patients and co-workers is the key to a strong, positive corporate image.*

**POLICY COMPLIANCE** - The cooperation of each employee regarding their own appearance is essential in maintaining the proper look and atmosphere in the workplace. In situations where an employee does not meet the standards set by the department, the supervisor/department director will immediately discuss the situation directly with the employee in private and explain the appearance guidelines and the reasons for their concern. Non-exempt (hourly) staff required to leave the premises to change clothing will not be compensated for any work time missed because of failure to comply with the designated workplace attire standards.

**RWJBH STANDARDIZED ORIGINAL DATE:** March 1, 2017  
**REVISED:** March 1, 2017; June 1, 2018, October 19, 2020