

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Guidelines

SUBJECT: Appropriate Dress & Grooming	Policy Number 00013
	Section: Human Resources
	Sub-Section: Employee Relations
	Approved Date: March 1, 2010 Updated: October 1, 2017

INTRODUCTION

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affects the image Vermont Catholic Charities, Inc. presents to residents and visitors alike.

POLICY

All employees are expected to present a clean, neat, and tasteful appearance. Employees' should dress and groom according to the requirements of their position. The Administrator is responsible for establishing a reasonable dress code appropriate to the job the employee performs.

PROCEDURE

1. The Administrator and Supervisor will ensure all employees are dressed appropriately.
2. The Employee will ensure:
 - Shoes provide safe, secure footing, and offer protection against hazards.
 - Body odor and personal hygiene are under control, offensive body odor and poor personal hygiene is never professionally acceptable.
 - Perfume, cologne, and aftershave lotion will be used moderately or avoided altogether, as some residents may be sensitive to strong fragrances.
 - Jewelry will not be functionally restrictive, dangerous to job performance or excessive.
 - All clothing should be clean and pressed.
 - Body piercings and tattoos cannot be noticeable to residents, therefore, they must be covered up.
3. All employees will abide by the guidelines set forth. Any violations of this policy could result in disciplinary action up to and including termination.

** This policy replaces, revokes, and rescinds all former policies, including VCCI Human Resource Policy HR-0043, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*