

		<b>Policy Title: Dress Code</b>
<b>Section: Employee Relations</b>	<b>Effective Date:</b>	<b>Policy No: HR-515</b>
	<b>Review Dates: 1/1/15</b>	
	<b>Revised:</b>	
<b>MMG Business Unit: Human Resources</b>		<b>Interpretation: Vice President, Human Resources</b>

**Purpose:** Patients and visitors base their impression of MMG largely on the appearance and behavior of its employees. Dress standards are defined to ensure health and safety standards are met and staff appearance is appropriate for the type of work performed and service provided. Acceptable attire will vary based upon the nature of each employee’s responsibilities and type of public contact. Certain classifications may require uniforms or other specific dress and personal grooming standards that have been developed to meet occupational requirements. Employees should always dress in a conservative manner, with high standards of personal cleanliness, so that they represent MMG in a positive manner.

**Scope:** This policy applies to all employees.

**Definitions:**

**Policy:** In general, employees are expected to dress in neat, clean attire to present a professional appearance appropriate for the workplace. Extremes in dress, footwear, hair and jewelry (including body piercing and tattooing) are to be avoided. Hose/socks are to be worn at all times with all shoes. Hair, beards and mustaches must be neat, clean and trimmed. All employees should ensure that they dress appropriate to the task and the occasion.

Some classifications will have specific dress standards that supplement this general dress code. Management will determine these specific dress standards. Some employees will be required to wear a specific uniform. Uniforms and lab jackets should present a clean appearance at all times.

Violations of either general dress standards or department dress standards may be cause for corrective action.

The employee name badge issued by MMG is considered part of complete appropriate attire and should be worn by employees at all times while on duty.

**Exception  
Provisions:**

If any provision of this policy conflicts with an express provision(s) of an applicable collective bargaining agreement or letter of understanding, the latter shall supersede this policy to the extent necessary to comply with contractual obligations.