

Department of Medicine Professional Personal Appearance Guidelines

OBJECTIVE

To define the standards of appearance for the Department of Medicine employees.

SCOPE

This policy applies to all faculty/staff of the Department of Medicine. The DOM Managers/Supervisors are responsible for communicating and enforcing the standards.

POLICY

The Department of Medicine recognizes the importance of a professional appearance among staff to instill a feeling of confidence among MCG employees and the public. The dress guidelines provided will allow staff flexibility of choice while maintaining a professional image consistent with the mission of the Department of Medicine.

PROVISIONS

1. **Good Judgment.** Employees are expected to exercise good judgment and common sense in regard to their personal appearance. Cleanliness and good hygiene is expected. Clothing and/or accessories that are extreme or may be distracting from productive work are not appropriate for example no cleavage or mid-drifts exposed.
2. **Personal Hygiene**
 - a. **Hair Care.** Hair is expected to be clean and neat. Hair will be worn in styles that are appropriate for a professional business environment. Facial Hair must be clean and neatly trimmed.
 - b. **Fingernails/ Toenails.** Fingernails/ Toenails should be short, clean, well manicured and appropriate for the work setting.
 - c. **Odors.** Employees are expected to manage odors so that they do not distract or offend.
3. **Jewelry/ Accessories.** Jewelry and accessories should be worn in moderation and should not distract from a professional image. Accessories that are part a religious preference will be given appropriate consideration based on the nature of the job and management approval. Accessories such as tattoos and body piercings should not be visible.
4. **Badges.** Name badges should be worn with the picture facing out and clearly visible.
5. **Colognes/ Perfumes.** The use of heavy colognes, perfumes, aftershave lotions or heavily scented lotions is inappropriate.

BUSINESS APPAREL

For all employees whose work includes public and customer contact, business dress is required. This helps to create an image of professionalism for MCG. Each employee is required to be neatly groomed and dressed. Clothing should be clean, in good repair, and the correct size. Shoes should be clean, polished, in good repair and worn during business hours. Business suits, business dresses, jackets and business pantsuits are preferable.

Casual sport clothing, such as sandals, sweat pants, exercise suits, blue jeans* and denim clothing, is not acceptable.

DOM ACCEPTABLE BUSINESS DRESS ATTIRE

Men

Suits

Slacks

Dress shirt

Sweaters (cardigan)

Tie

Blazers

Turtleneck (with blazer or cardigan sweater)

Dress shoes

Socks

Women

Suits

Slacks

Dresses/skirts (no more than 3” above knee)

Blouses

Dress T’s & turtlenecks

Sweaters

Blazers

Hosiery

Dress shoes

DOM ACCEPTABLE BUSINESS CASUAL ATTIRE (Casual Friday)

Men

Pants (i.e. khaki or twill)

Collared shirts (i.e. polos)

Sweaters

Appropriate shoes or tennis shoes

Blue jeans/denim clothing in good repair: not faded, no holes, or frayed edges

Women

Pants (i.e. khaki or twill)

Blouses (including cotton tops)

Sweaters

Appropriate shoes or tennis shoes

Blue jeans/denim clothing in good repair: not faded, no holes, or frayed edges

Capri pants

DOM UNACCEPTABLE ATTIRE

- Sundresses
- Sweat shirts
- Sweat pants
- Athletic wear
- T-shirts with inappropriate printing or graphics
- Flip-flops
- Anything revealing or excessively tight
- Clothing and/or accessories that are extreme or may be distracting from productive work are not appropriate.