

**UNIVERSITY OF SOUTH CAROLINA SCHOOL OF MEDICINE &
UNIVERSITY OF SOUTH CAROLINA SCHOOL OF MEDICINE
EDUCATIONAL TRUST
OPERATIONAL PROCEDURES**

**PROPER PROFESSIONAL PERSONAL APPEARANCE,
DRESS CODE AND ATTIRE**

The language used in the University of South Carolina (USC) School of Medicine-Columbia Operational Procedures is not intended to create an employment contract between the faculty, staff, or administrative employee and the University of South Carolina. The procedures do not create any contractual rights or entitlements. The University of South Carolina reserves the right to revise the contents of the procedures, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this document, create any contract of employment. The University's Division of Human Resources has the authority to interpret the USC School of Medicine-Columbia Operational Procedures.

PURPOSE

Professionalism in personal appearance, dress code and attire reinforces the University of South Carolina School of Medicine & University of South Carolina School of Medicine Educational Trust's (also dba as University Specialty Clinics and applicable departments) quality & reputation. Our appearance communicates how we feel about the work we do, our fellow workers, our patients and our organization. Employees are expected to maintain an appropriate appearance that is neat, clean and professional and courteous to others.

I. GENERAL GUIDELINES:

- A. FRAGRANCES: (perfumes, colognes, after-shaves, lotions, etc.):
Fragrances should not be worn, in excess, while on duty as they may cause potentially harmful allergic reactions/sensitivity to co-workers. In certain clinical areas, fragrances should not be worn while on duty as they may cause potentially harmful allergic reactions/sensitivity to patients and co-workers.
- B. JEWELRY/MAKE-UP: Jewelry and make-up should be worn conservatively and appropriately. Any visible piercing is limited to ears only.



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- C. FINGERNAILS: Fingernails should be kept clean and well-manicured. Length must provide for adherence to safety and cleanliness issues along with ensuring ability to perform all work duties effectively. In clinical areas nail length may be limited and determined by rules governing patient care need, and may include not allowing persons to wear artificial extensions, including nail wraps, overlays, and nail jewelry.

- D. HAIR: The length, cleanliness and styling of employee's hair, including facial hair, shall be conservative and conform to generally accepted business and professional standards. Care should be taken to avoid workplace distractions. Employees involved in patient care must wear their hair off of their shoulders, pulled back away from their face and secured. Hair may not be dyed unnatural colors.

- E. PIERCINGS and TATTOOS: All visible piercings will be limited to ears. Any other exposed piercings shall not have any jewelry in them during work hours. Visible tattoos must be covered at all times, as possible. Visible tattoos that might be interpreted as offensive will not be allowed.

- F. EMPLOYEE NAME BADGE: The name badge is part of each employee's official attire and must be worn at all times. The name badge should be clearly visible and worn above the waist, preferably on the lapel area of the employee's uniform.

- G. INAPPROPRIATE APPAREL: Shorts, denim jeans (except possibly Fridays and in research laboratories or another area where deemed appropriate), stirrups/stretch pants, and T-shirts (except in research laboratories or another area where deemed appropriate) are prohibited for all employees. Strapless tops or "spaghetti strap" tops, low cut or revealing necklines are prohibited, unless a shirt or jacket is worn over the top. The shirt or jacket cannot be "see-through" and must be worn at all times. Shirts and tops must cover the midriff area at all times. For a top to be considered appropriate, employee should be able to lift arms overhead and bend over and still not expose midriff area. Additional examples of unacceptable attire: shirts with slogans, large-letter advertising, inappropriate language or illustrations, sweat suits/warm-up suits, sweat pants, patched/faded clothing.

- H. DRESSES/SKIRTS: Dress and skirt hemlines must be considered maintained at a professional appropriate level. Appropriate level may be below knee or right at knee level.



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- I. SOCKS/HOSIERY: Hosiery or socks must be conservative so that a professional image is presented.
- J. SHOES: For all clinical staff, shoes should be clean, and/or polished and closed toed. Beach sandals and flip-flops are inappropriate in a professional setting and shall not be worn. In a clinical setting, and in other pre-determined settings, conservative athletic shoes are deemed appropriate footwear. In addition, open-heeled washable crocs are deemed appropriate footwear in a clinical setting. When medically necessary, exceptions may be made with supervisor's approval.
- K. DAILY HYGIENE: Daily hygiene must include clean teeth, hair, clothes, and body, including use of deodorant. Clothing should be clean, pressed, and in good condition.
- L. LAB COATS: White lab coats may be worn and are encouraged for clinical staff with patient contact.
- M. PROFESSIONALISM: The Department will determine faculty and staff who will be required to wear a name tag. If a name tag is deemed a requirement, you must wear it so name is clearly visible at all times. Eating in areas exposed to patient care should be limited.


II. PROFESSIONAL ATTIRE

All employees who are required to wear uniforms may be responsible for the purchase and maintenance of such uniforms as a condition of employment. Direct patient care staff should wear uniforms or hospital scrubs. Non-direct patient care staff must wear appropriate business attire.

- A. All General Guidelines apply as delineated in Section I.
- B. Uniforms should be clean, neatly pressed, in good condition and appropriate for the patient care setting. Non-hospital issued scrubs are permissible, unless designated otherwise by your supervisor.

III. FRIDAY ATTIRE

USC casual Friday dress code may be observed. If observing the casual Friday dress code, clinical faculty/staff are encouraged to wear white lab coats or scrubs.



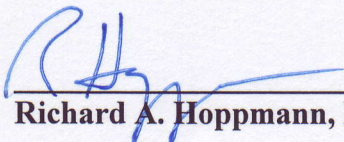
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IV. RESPONSIBILITY

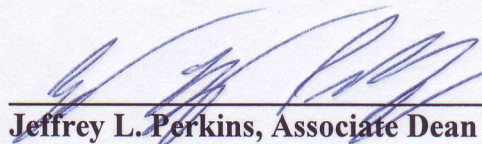
Appropriateness of grooming and dress is a highly subjective matter; therefore, supervisors are responsible for ensuring compliance with the personal professional appearance, dress code and attire procedures. Any employee who is in violation of the standards above may be sent home without pay at their supervisor's discretion and/or other appropriate disciplinary action may be taken according to the University's policy HR 1.39 Disciplinary Action and Termination for Cause.

**June 5, 2012
Initial Date of Operational
Procedures**

Approved:


Richard A. Hoppmann, Dean

Approved:


Jeffrey L. Perkins, Associate Dean
Administration & Finance