

ADMINISTRATIVE MANUAL

Policy & Procedure

Title:	Dress Standards	Number:	AD-HR-015
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Applies To:	All Team Members		

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PREAMBLE

This policy provides Nova Scotia Health Authority (NSHA) Team Members with guidance on appropriate and professional Standards of Dress when working, learning, or volunteering with NSHA. By ensuring we take pride in our appearance, as well as our work, we will encourage trust and confidence in us.

DEFINITIONS

- Good Repair** Indicates the item of clothing or footwear is not torn, patched, faded, stained, wrinkled or frayed.
- Immediate Supervisor/Manager** The individual responsible to supervise and/or manage a Team Member, or physician, and/or group of Team Members/physicians, including supervisors, managers, directors, senior directors, executive directors, VPs, physician leads.

NSHA Team Members	Unless specifically limited by a certain policy, refers to all employees, physicians, learners, volunteers, board members, contractors, contract workers, franchise employees, and other individuals performing work activities within NSHA.
Patient	At NSHA, the term Patient means all individuals including clients, residents, and members of the public who receive or have requested health care or services from NSHA and its health care providers.
Standards of Dress (Dress Standards)	Clothing that is considered appropriate for the workplace to be worn by NSHA Team Members in a health care environment, including 'casual' wear. (Refer to Appendix A).

GUIDING PRINCIPLES

Patient and Workplace Safety

Patient and Team Member safety is at the forefront of all we do. Clothing, footwear, and jewellery that are considered appropriate for the workplace do not impede safety.

Image

Patients have told us that the appearance and identification of the care provider impacts their confidence in the care received. NSHA is committed to person-centred care; to demonstrate professionalism, to inspire confidence in patients, visitors, and others, to recognize the diverse communities we serve. It is essential that personal grooming (such as hair, nails, and odors) and appearance (clothing, tattoos, body piercings, etc.) are appropriate and/or inconspicuous to reflect our professional setting.

POLICY

1. All NSHA Team Members are required to maintain Standards of Dress, conduct, appearance, and hygiene that is reflective of employment in the health sector, working in a professional work environment, and of their job or volunteer activities.
2. The Standard of Dress, hygiene, and safety in each area complies with all relevant occupational health and safety, and infection prevention and control legislation and NSHA policies.
 - 2.1. Personal protective equipment safety is not compromised to increase the level of personal comfort.
 - 2.2. Hair is properly covered/secured when on duty.
3. "Casual" Dress Standards may be approved where possible by managers as a "Casual Day" fundraiser.
 - 3.1. "Casual" clothing is expected to adhere to the Guiding Principles and reflect standards of acceptable appearance in a public service environment as outlined in [Appendix A](#).

- 3.2. The change of acceptable Dress Standards associated with “casual” days is not to be confused with “lifting of standards”.
4. All Team Members must have the official NSHA photo identification badge, containing both first and last name, visible between the shoulder and waist when on duty.
 - 4.1. Official NSHA photo identification badges are used by authorized personnel to access secure areas. Access to secure areas by unauthorized personnel is only permitted when accompanied by authorized personnel.
 - 4.2. Learners placed with NSHA who do not require access to secure areas as referenced in 4.1, have their educational institution student ID visible between the shoulder and waist when on duty, taking care to ensure the picture, name, and educational institution are not obscured. Learners may obscure their student ID number for privacy.
 - 4.3. Contractors must display an official photo identification on NSHA premises.
5. NSHA recognizes and respects cultural diversity and social inclusion. Team Member Accommodation is approved for particular dress related to the religious and cultural beliefs and/or practices of Team Members where [the Guiding Principles](#) of this policy are adhered to and clothing is deemed safe for the job activity.
6. Immediate Supervisor/Managers may require additional departmental standards regarding ID/name badges, clothing, uniforms, jewellery limitations, footwear, or other standards related to requirements in specific work areas.
7. All Team Members ensure:
 - 7.1. Footwear is:
 - 7.1.1. Safe, clean, in Good Repair, appropriate for the work area, and provides support and comfort for all duties
 - 7.1.2. Where required, depending on the hazards identified in a hazard assessment, fully covering the front section of the foot, with no perforations or holes; is strong enough to absorb minor interactions with sharp material and splashing (no mesh material, perforated plastic footwear, or sandals)
 - 7.1.3. Providing proper traction by using a rubberized sole in good conditions (no leather soles)
 - 7.1.4. Fitting tight to the foot, including enclosing the heel, and stays secured during all possible work conditions
 - 7.1.5. Meeting Canadian Standards Association (CSA) criteria based on the applicable hazard assessment. At no time should NSHA Team Members have no footwear on or be barefoot in any area of the organization.

Note: Check with your supervisor/manager to determine whether your footwear needs to be CSA approved based on your applicable hazard assessment.

- 7.2. At point of care or performing medical tests:

- 7.2.1. Long hair is neatly tied back
- 7.2.2. Hair is styled in such a way that it does not come into contact with the Patient and does not obscure vision
- 7.2.3. Beards and/or moustaches are clean, well-trimmed, and neat
- 7.2.4. Applicable beard and hair nets are worn, as required.
- 7.3. In point of care areas:
 - 7.3.1. Jewellery is restricted to small pieces (i.e. wedding bands, rings with no protruding edges, earrings and watches) **except** where additional specific departmental guidelines do not allow, based on [the Guiding Principles](#)
 - 7.3.2. Dangling necklaces, earrings, bracelets, or any other jewellery that may impede Patient care and/or safety of the Patient and/or of Team Members is not allowed.
- 7.4. All body piercing objects are kept tight to the body and such objects do not present any source of entanglements with moving objects, as well as:
 - 7.4.1. All piercings are clean
 - 7.4.2. Any infection and/or broken skin is covered so that it is not visible or transferable and ensure precautions are taken to prevent transmission.
- 7.5. Tattoos that would reasonably be considered offensive are covered.
- 7.6. Natural fingernails are kept clean and trimmed in accordance with [NSHA IPC-RP-020 Hand Hygiene](#).
- 7.7. Compliance with [NSHA AD-OHS-035 Scent Awareness](#) while on duty.
- 7.8. Personal music devices are not used (including, but not limited to: cell phones, etc.) in point of care areas, or in areas where blocking or creating sound can create unsafe conditions (such as where Team Members need to be aware of sounds related to machinery, equipment, or other people).

PROCEDURE

1. Immediate Supervisor/Manager Responsibilities

- 1.1. As required, Immediate Supervisor/Managers develop Standards of Dress particular to their specific area of responsibility, in compliance with the criteria as outlined in this document.
- 1.2. Provide orientation for NSHA Team Members to the Dress Standards of the program/service, and monitor for compliance.
- 1.3. In consultation with People Services and Medical Affairs as required, address inappropriate Standards of Dress or hygiene (i.e. non-compliance) with individuals in a timely manner related to either this policy or to the specific departmental Dress Standards, following the appropriate Discipline and/or complaint process.

2. NSHA Team Member Responsibilities

- 2.1. Comply with NSHA Dress Standards and their specific department/unit

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- 2.1.1. Check with the immediate supervisor/manager for any additional departmental Dress Standards specific to the department.

3. Uniforms

- 3.1. Immediate Supervisor/Manager instructs Team Members regarding specific uniform requirements, if applicable.
- 3.2. All NSHA Team Members ensure that uniforms (including lab coats and cover ups) are in Good Repair; clean (fresh daily), and fit properly, allowing for ease of movement in accordance with existing occupational health and safety policies and procedures.
- 3.3. The department provides direction on type and colour of uniforms. In certain circumstances, the employer provides uniforms or vendor information and reimbursement.
- 3.4. NSNU members and Licensed Practical Nurses represented by CUPE and UNIFOR are required to comply with [NSHA AD-HR-060 Standardized Nursing Uniform](#) and their collective agreement.
- 3.5. NSGEU Nurse Practitioners, Registered Nurses, and Licensed Practical Nurses are exempt from the Standardized Nursing Uniform policy and must comply with this policy (AD-HR-015 Dress Standards) and their collective agreement.

REFERENCES

Legislation

Occupational Health and Safety Act, Statutes of Nova Scotia (1996, c. 7). Retrieved from the NS Legislature website
<https://nslegislature.ca/sites/default/files/legc/statutes/occupational%20health%20and%20safety.pdf>

Occupational Health and Safety Act, Regulations under Section 82 in the Statutes of Nova Scotia (1996, c. 7). Retrieved from the Registry of Regulations website
<https://novascotia.ca/just/regulations/regs/ohsworkplace.htm>

RELATED DOCUMENTS

Policies

[NSHA AD-OHS-035 Scent Awareness](#)

[NSHA IPC-RP-020 Hand Hygiene](#)

[NSHA AD-HR-060 Standardized Nursing Uniform](#)

Appendices

[Appendix A - Appropriate and Inappropriate Wear](#)

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APPENDIX A - APPROPRIATE AND INAPPROPRIATE WEAR

These lists are not intended to be all-inclusive, but are provided to help set the general parameters. Additional criteria to ensure a safe, clean environment and a professional appearance may be applied at the discretion of the manager.

Appropriate Regular & Casual Wear	Inappropriate Wear
<p>BOTTOMS</p> <ul style="list-style-type: none"> • Uniforms, as applicable • Business casual pants/slacks (e.g. khaki) • Dress pants • Casual dresses/skirts • Dress walking shorts/skorts • Dark wash jeans in Good Repair for “casual” days • Leggings with a longer top to mid-thigh 	<p>BOTTOMS</p> <ul style="list-style-type: none"> • Sweat pants (both fleece and knit) • Overalls • Shorts, skirts or dresses shorter than mid-thigh • Cut-off shorts • Spandex • Beach wear • Leggings with a shorter top to waist or hip
<p>TOPS</p> <ul style="list-style-type: none"> • Blouses and shirts • Sweaters/Cardigans • Turtlenecks • Tunics to mid-thigh • Shirts with collars (e.g. golf) • Button shirts • Dress shirts • Shirts without collar (this does not include T-shirts) • Sweatshirts for “casual” days 	<p>TOPS</p> <ul style="list-style-type: none"> • Sport tank tops/Muscle shirts • Transparent shirts, blouses and dresses • Low cut necklines • Strapless or halter tops without a covering (i.e. jacket, sweater or cardigan) worn at all times • Spandex • Any top that reveals bare midriff between tops and bottoms • Shirts with monogrammed messages (i.e. political; suggestive; offensive language, logos or images and/or promotes alcohol, drugs, cigarettes, or violence)
<p>FOOTWEAR</p> <ul style="list-style-type: none"> • Dependent on work area, this includes a variety of types of shoes: • Loafers or deck shoes • Dress shoes • Dress sandals may be worn if there are no safety concerns-contact your manager as to whether these are appropriate in your work area • Walking shoes • High heels • Flats 	<p>FOOTWEAR</p> <ul style="list-style-type: none"> • Flip flops • Slippers • Any footwear that may present a danger to health or safety (i.e. Crocs with a perforated covering)
	<p>MISCELLANEOUS</p> <ul style="list-style-type: none"> • Baseball hats

District Health Authority Policies Being Replaced

AVH 140.016 Dress Code

CBDHA HR-90-105 Dress Code

CDHA 08-095 Dress Standards

CEHHA 116-007 Appropriate Dress

CHA 102-005 Appropriate Dress

GASHA HR 3-200 Personal Appearance/Dress Code

SSH-AD-110-301 Dress Code for Employees

SWH 202.0 Personal Appearance & Dress

Version History

Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)
NEW 2019-05-01	2019-05-09 Removed reference outdated reference from Policy statement #2.