

Anthony Medical & Chiropractic

SUBJECT: DRESS CODE	Effective: Immediately
POLICY NUMBER: AMC-1.2003	Review Date: 3-1-2021
PREPARED BY: Human Resources	Revision Date:

CLASSIFICATION:

All Employees of Anthony Medical & Chiropractic

POLICY:

This policy has been created to state the company position regarding employee Dress Code.

OBJECTIVE:

The purpose of this policy is to establish the daily expectations of the professional appearance of all employees.

ASSIGNMENT:

For clinical, clerical, and administrative employees of Anthony Medical & Chiropractic to maintain a consistent, welcoming appearance free of social, personal, and political positioning that may be offensive to some patients in the workplace.

STATEMENT:

Part of our Service Excellence experience is to present a professional appearance to our fellow staff members, patients, and business associates to avoid employee appearances which could create discomfort, offense, or controversy amongst coworkers or patients.

GENERAL DRESS AND GROOMING EXPECTATIONS:

- Employee attire is to be clean, in good condition, and neat in appearance.
- Employee clothing and accessories are to be free of words, symbols, or images, except a small tag or label naming the manufacturer. Approved company logo may be on approved apparel.
- Employee clothing shall provide covering from mid-shoulder throughout torso to mid-thigh when seated.
- Employees are expected to wear closed toed shoes.
- Employees are expected to be clean and keep hair neat.
- Men will keep any facial hair well-groomed and neat.
- Employees are to keep the use of perfume, cologne, and scented products to a minimum. Due to patient sensitivities, it would be advised to refrain from perfumes and colognes.

Tattoos & Piercings

Although the company understands an employee may have visible tattoos that are not easily covered, any tattoo that has vulgar, nudity, or polarizing artwork must be covered. Employees are welcome to wear sweaters or long sleeves to cover tattoos. If you have any questions regarding tattoos, please speak with Human Resource.

The only acceptable piercings in the workplace are earrings (small studs preferred). A small stud in the nose will be acceptable.

We ask our employees to always present themselves professionally with attire and appearance.

Scrub Assistance

New employees, for whom it is applicable, are to begin wearing scrubs within 2 weeks after their start date.

We have a relationship with a scrub store to help with purchasing scrubs. Contact Regional Manager or Human Resources, soon after beginning employment, if finances prevent your purchase of scrubs.

ATTIRE FOR PROVIDERS AND EMPLOYEES

Providers

Providers' wear navy blue scrubs.

Massage Therapist

Massage therapists wear any solid color scrubs.

Office-non clinical staff

Office Staff in the clinical service areas and reception wear black, grey, or burgundy scrubs.

Marketing Team

Marketing team members dress in business or business casual attire, which can include a polo shirt with the AMC logo.

Casual Friday

On Casual Fridays, employees wear clothing that is comfortable and practical for work.

Employees are permitted to wear jeans with no holes, rips or tears that are properly fitted and not too faded.

Clothing or accessories displaying words, symbols, are political in nature, pictures, or support/oppose social controversial topics, are not allowed. Manufacturer labeling is acceptable.

General grooming standards as well as skin covering expectations previously described remain in effect on Casual Fridays.

Leggings, sweatpants, and exercise clothing are not permitted.