

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Personal Appearance	Policy #: 4.6
Prepared by:	Revision #:
Approved by: Board of Directors	Effective Date: 9/02/2015

4.6 Personal Appearance

All employees and volunteers are personal representatives of the Center. As such the Center expects all of its employees and volunteers to project the most positive image to its clients and the community.

To that end, the following guidelines must be strictly adhered to:

- All employees and volunteers will follow the Center's dress code of khaki pants, skirt or jumper with a white shirt or blouse unless there is a different standard of dress for their area or category of work.
- The use of makeup, jewelry, etc., must not be excessive or offensive by commonly accepted standards for business. The use of perfume or cologne is not allowed.
- Some work situations may require conformity to certain legal or safety standards regarding dress and appearance. Such special requirements must be followed.
- All uniforms and clothing must be neat, clean, and worn in a manner perceived to enhance your position and the Center.
- Identification badges should be worn.
- No items may be worn on clothing or uniforms that would be found offensive by the average person.

Employees or volunteers who fail to conform to this policy will be advised verbally that they must meet personal appearance standards. Repeated instances may involve written counseling or termination.

