



New Hanover County Health Department Policies and Procedures



Subject:	Dress Code
Date of Origin:	11/23/1999
Policy Number:	GS-ADM-014

PURPOSE AND SCOPE:

The purpose of this policy is to provide guidance related to proper working attire. The scope of this policy applies to all members of the New Hanover County Health Department (NHCHD) workforce.

POLICY/PROCEDURE:

The NHCHD Dress Code Policy is in accordance with the New Hanover County Dress Policy. This policy pertains to non-uniformed personnel. The primary objectives are for employees to project a professional image and to maintain safety in the workplace.

Supervisors are responsible for monitoring the compliance of this dress code. Any employee not in compliance with the dress code policy will use personal leave to dress in accordance with this policy.

CLOTHING

Clothing must be clean, neat, and not excessively worn or faded.

Acceptable items:

- Dresses, jumpers, skirts, dress skorts, dress shorts (example: walking or Bermuda shorts), and split skirts must be no shorter than (2) two inches above the top of the knee while standing.
- Capri pants, corduroys, dress slacks, jeans, khakis, and overalls.
- Smocks, lab coats, and scrubs.
- Shirts with Health Department or County logos.

Note: Health Promotion t-shirts or sweatshirts will be allowed on Fridays and days designated by the Health Director. Examples include working at disaster shelters, car seat checks, health fairs, or those days otherwise designated by the Health Director.

Unacceptable Items:

- Exposed undergarments.
- Exposed midriffs.
- Clothing with large logos.
- Sweat pants and leggings.
- Sweatshirts, tank tops, halter tops, tube tops, tops with spaghetti straps, shirts of sheer fabric, open design, low neckline, and undershirt-type apparel.
- Tight fitting apparel.

FOOTWEAR

Shoes must be clean and appropriate for work environment.

- Flip-flops are not acceptable.

- Open-toed shoes or shoes with perforated tops are not acceptable in the clinics, laboratory, or when working in the field or with heavy equipment.

HATS AND SUNGLASSES

- Hats and sunglasses are not acceptable inside during working hours.

ACCESSORIES

- Jewelry, hair accents, and makeup should not be excessive, limited to professional dress, and present no hazard in the work environment.

PERSONAL HYGIENE

- Staff is expected to maintain good personal hygiene.
- Long hair must be worn up or tied back when the potential of interference with work duties exists.
- Fingernails must be well groomed and short to medium length when the potential of interference with work duties exists.

PERSONAL PROTECTIVE EQUIPMENT

- Personal protective equipment (refer to profession-specific policy) must be worn when contact may occur with blood, body secretions, or other hazardous materials or as required by OSHA.

NAME BADGES

- The standard county issued badge must be worn in plain view at all times while on duty.

OTHER INFORMATION (attached): N/A

REFERENCES: New Hanover County Dress Policy

CHANGE HISTORY:

Version	Date	Comments
A	11/23/99	Original Document
B	04/15/03	Revised document
C	07/01/08	Revised type of shoes permitted
Annual Review	07/2008	