

DESCRIPTION

This personal appearance policy outlines the expectations and guidelines for employee attire and grooming for all individuals regardless of gender identify, within Northern Nevada Public Health (NNPH). This policy aims to set minimum attire standards to ensure that employees present themselves in a manner that reflects professionalism, aligns with NNPH's brand, and adheres to health and safety standards. Because of the diverse nature of the work done within NNPH, employees should dress appropriately for their work environment, e.g. staff working in the field are required to wear appropriate safety clothing, and staff that work regularly with the public should convey a professional image to customers.

PURPOSE

The purpose of this dress code policy is to:

- Ensure a professional and respectful appearance in the workplace while acknowledging individual work environments, styles, and cultural backgrounds.
- Contribute to a positive work environment that reflects well on our department.
- Comply with health, safety, and legal requirements.

GENERAL

- All employees are expected to present themselves in a clean and well-groomed manner.
- Appearance should be appropriate for a professional and individual work setting.
- Clothing should fit well and be free of any holes, excessive wear, or stains.
- Clothing with slogans or imagery is not permitted, with these exceptions:
 - NNPH branded merchandise
 - Logos and images smaller than one inch in diameter
 - On Fridays local sports teams (e.g. Aces, UNR) branded merchandise can be worn
 - Additionally, the District Health Officer can approve "show your support days" throughout the year
- Footwear should be safe and appropriate for the work environment.
- Staff presenting to boards and committees on behalf of NNPH should dress semi-formally with a level of professionalism that reflects well on our department.

ATTIRE

Shirts, Blouses, Sweaters, and Sweatshirts

Shirts: dress shirts, button-down shirts, polos, t-shirts, blouses, sweatshirts, or sweaters are acceptable.

Tank tops are acceptable; however, they must provide adequate coverage including straps that are at least one inch wide. Spaghetti straps (less than one inch wide), tops with large side openings, or strapless tops are not allowed.

Pants, Shorts, and Skirts

Pants: dress pants, slacks, jeans, leggings, and khakis are acceptable.

Leggings: leggings are acceptable, should be paired with a shirt, dress or skirt that is no shorter than mid-thigh.

Shorts: shorts are acceptable, should be tailored, and no shorter than mid-thigh.

Skirts: skirts are acceptable and should fall no shorter than mid-thigh.

Shoes

Oxfords, loafers, dress boots, flats, heels, closed-toe sneakers, and sandals are acceptable if they are clean and in good condition.

Closed toe and closed heel shoes are required for inspections, field work, and any high-risk duties.

Medical Scrubs

scrubs are allowed for clinical and WIC staff

Miscellaneous

Cologne and Perfume

Employees are requested to use cologne, perfume, and other scented products sparingly. Avoid strong fragrances that could cause discomfort or allergic reactions in others.

Employees with sensitivities or allergies to fragrances should inform NNPH Human Resources. Reasonable accommodations will be made to minimize exposure to allergens and create a comfortable work environment.

Hats and Beanies

Hats and beanies may be worn if they do not violate other portions of this policy (e.g. no pictures, offensive words, logos etc.).

Jewelry

Jewelry with vulgar or derogatory language, images or symbols should not be worn.

In clinic areas, Facial jewelry should be worn with caution and be minimal in size since large, dangling earrings, long necklaces, or lanyards can interfere with work activities and cause injury.

Tattoos and Body Piercings

NNPH respects personal expression through appearance if it doesn't impact an employee's ability to effectively perform their job or create discomfort in the work environment. We want to ensure a respectful and inclusive workplace for all. Tattoos or jewelry that feature vulgar or derogatory language, images, or symbols which could be offensive or harassing to staff or customers must be covered.

Inappropriate Attire

1. Includes:
 - Shirts that are not within two inches of the collarbone
 - Shirts that reveal the back
 - Shirts that reveal the stomach
 - Visible underwear
2. Torn or dirty clothing.

3. Flip-flops or slippers
4. Apparel with words, terms, logos (larger than one-inch diameter), pictures, cartoons, graphics or slogans; with the exception of:
 - NNPH logos
 - Local sports team clothing on Fridays
 - Any “show your support” day approved by the District Health Officer

Enforcement

Management reserves the right to determine the appropriateness of clothing. Division Directors are responsible for setting and enforcing expectations. If you question the suitability of an item of clothing, do not wear it until you clear it with your supervisor.