

**Dress Code Policy**

All associates should remember that patients and guest may judge the entire practice and the attention they receive by the personal appearance of employees. Please note these guidelines are not all-inclusive. Associates are expected to use good judgment and moderation in dress and grooming when in the clinic. Clinical Directors may dictate certain additional guidelines pertaining to dress code at their facility. Associates have the responsibility to present a professional appearance as well as maintain a professional attitude in serving our patients.

**Patient Care Area:**

Associates should wear appropriate uniforms.

Uniforms should consist of regular khaki slacks and Advance Rehabilitation logo shirts.

Associates will return Uniform shirts to Advance Rehab upon termination of employment.

**Licensed staff** shirts style will be consistent throughout company with an option of orange and gray shirts. Clinic Directors will coordinate so that all licensed staff wears the same color shirt each day.

**Non-licensed** clinical staff shirts will be white with logo on left chest.

Licensed associate will pay \$10 per shirt for the first four (4) shirts.

Aides will pay \$10 per shirt for the first two (2) shirts.

Additional shirts may be purchased by associate at 100% of cost.

- **Deviations and scheduling of uniform colors will be the responsibility of each clinic director.**
- **Advance Rehab will provide 4 shirts per licensed associate and 2 shirts per non-licensed clinical staff at a cost to associate of \$10 per shirt every two years.**
- **Cargo pants are not acceptable.**

**Non Patient Care Areas:**

Associates must dress in professional and business attire.

**Jewelry** – Any jewelry worn should be minimal. No body piercing other than earrings is permitted at any time.

**Hair**—Hair must be neat in appearance at all times and must not detract from a professional appearance.

**Shoes** – All footwear should be clean and in good repair.

Patient Care areas may wear tennis shoes; however, they must be in good condition and conservative in color.

Non Patient Care areas may wear open-toe shoes or sandals. Flip-flops, beach shoes, or any shoes

With a thong strap are not acceptable.

**Not Appropriate** –The following are not to be worn at Advance Rehabilitation:

- T-shirts
- Low cut blouses
- Halter tops/Tank tops
- Shorts
- Sweatshirts/sweatpants

- Denim attire
- Short pants or pants that do not cover the entire leg
- Tight fitting stirrup pants without a top covering hip and buttock area
- Shirts/blouses revealing midriff
- Leggings
- Sleeveless shirts that do not cover the entire shoulder
- Dresses above the knee.

Any discrepancies regarding the dress code will be resolved by the Office Manager or Administrator.

Associates who do not adhere to the above code will be sent home to change. Should this arise a second time the associate will be asked to remain home for the remainder of their shift without pay and may lead to further disciplinary action, up to and including termination of employment.