

Policy and Procedure

Title:	Dress Code
Policy Number:	05.007
Effective Date:	July 14, 1999
Revised Date:	May 9, 2014
Approving Body:	President and CEO
Authority:	CancerCare Manitoba Act
Responsible Officer:	President and CEO
Delegate:	
Contact:	Human Resources Department
Applicable to:	CCMB Community

1.0 **BACKGROUND:**

CancerCare Manitoba is committed to providing patient-centered care in a compassionate and professional environment to foster the respect, trust and confidence of patients and the public.

2.0 **PURPOSE:**

- 2.1 To present a professional image to patients, clients, visitors and the community.
- 2.2 To protect patients and employees from injury and infection.
- 2.3 To ensure that staff attire allows employees to carry out all responsibilities of their positions.
- 2.4 This policy will be interpreted and applied in a manner that respects cultural diversity and promotes inclusiveness.

3.0 **DEFINITIONS:**

- 3.1 **Staff:** All persons employed or contracted by CancerCare Manitoba as well as members of the medical staff, board members, volunteers, and students/trainees in direct-care and indirect-care areas.
- 3.2 **CCMB Facilities:** Inclusive of all CancerCare Manitoba sites including MacCharles, St. Boniface, Screening, Breast Cancer Centre of Hope, 825 Sherbrook, Western Manitoba Cancer Centre, and off-sites where staff may be working temporarily.

4.0 **POLICY:**

- 4.1 All CancerCare Manitoba Staff at all CCMB Facilities will present a professional image at all times to inspire the trust and confidence of our patients and the public, and to protect patients and employees from injury and infection.

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4.2 At all times, staff must be clean, well groomed, and appropriately dressed for the CCMB environment and their specific work duties. See Appendix A for further reference.

4.2.1 Identification Badge

CancerCare Manitoba Security photo ID must be worn at all times and be clearly visible for security and identification.

4.2.2 Clothing

- In certain positions or areas, lab coats or uniforms must be worn as determined by department-specific practice and procedure.
- Clothing and accessories must be clean, neat and of appropriate design, fabric, weight and length.
- All clothing must be in good condition and not wrinkled, torn, or frayed.
- Clothing must not display offensive language, logos or images.

4.2.3 Footwear

- Safety footwear must be worn where required according to Workplace Safety regulations and as per Department Safe Work Procedures.
- In some areas of direct patient care as directed by management, shoes with closed toe and heel must be worn.
- Footwear must be clean, neat in appearance, in good repair, meet safety requirements of the work area and provide for safe, secure footing and mobility.
- Shoes with thin and/or high heels (more than 3 inches (8 cm)) are not acceptable.
- High-heeled (more than 3 inches (8 cm)) or thigh-high boots are not acceptable.
- Some sandals are acceptable; however, thin and/or high heels are not acceptable.
- Beach sandals, flip-flops and slippers are not acceptable.

4.2.4 Hair

- Hair must be clean, well-groomed, and worn in such a way as to avoid contact with patients, if applicable, or of a suitable length according to job activity to avoid contact with equipment or supplies.
- Facial hair and beards must be kept trimmed and neat.

4.2.5 Hand Hygiene & Fingernails

- Fingernails must be kept trimmed and clean.
- Artificial and gel fingernails or extenders must not be worn by staff providing direct patient care or by staff working with sterile preparations, in accordance with Infection Prevention & Control policies.
- Nail polish can be worn; however must be neat and clean in appearance and must be removed when chipped.
- Hands must be washed according to Infection Prevention & Control Routine Practices and Hand Hygiene procedures.

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4.2.6 Body Piercings and Tattoos

- In clinical areas, only very small securely fastened stud-like jewelry may be worn.
- Tattoos that are healing (new) must be covered.
- Tattoos that could be considered to be offensive to the general public must be covered.

4.2.7 Jewelry and Accessories

- Jewelry or accessories must not pose an infection or physical hazard to the patient, self, or another person or cause distraction such as dangling necklaces, earrings, bracelets or any other jewelry that may impede patient care or safety of the employee.
- The wearing of Personal Music Devices where headphones/ear plugs are used while in the course of work functions is not permitted.

4.2.8 Personal Hygiene

- Good personal hygiene and cleanliness must be practiced.
- No overwhelming natural or artificial odors are acceptable.

4.2.9 Scented Products

- All CancerCare Manitoba sites are scent-free facilities.
- Fragrances and other scented hygiene products shall not be used/worn by staff.

4.2.10 Jeans Days

- Denim or blue jeans are acceptable on designated Jeans Days only, as determined by Senior Management and communicated through Human Resources. The only exception is in designated work areas as specified by Management due to the nature of the work carried out.
- Jeans must be clean and not frayed or torn.
- The regular Dress Code standard and professional image must not be compromised on designated Jeans Days.

5.0 **PROCEDURE:**

5.1 Compliance

- Managers and supervisors are responsible for monitoring their staff and ensuring that the Dress Code is being followed.
- Staff should address questions or concerns with their supervisor.
- Consultation should occur with Human Resources as appropriate.
- Managers and supervisors may prohibit staff members from working until they change into appropriate attire or make other adjustments necessary to comply with policy.
- The employee may be required to leave the workplace without pay until returning in appropriate attire.

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6.0 **REFERENCES:**

6.1 Dress Code Policy, WRHA Policy Number 20.70.010, March 2009.

6.2 Routine Practices for Reducing the Risk of Infection Transmission, WRHA Policy Number 90.00.060, August 2013.

Policy Contact:

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DOCUMENTATION

Policy Location:

This policy is located (hard and e-copy formats):

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| 1. | The original signed and approved policy is on file in the Executive Office, CCMB |
| 2. | The e-copy is on file in the CCMB Governing Documents Library, SharePoint |
| 3. | |

Revision History:

Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
14/07/99	1	Initial		
09/05/14	2	Major revision	Policy Team I Anderson, K Suderman, P Johnston, J Shymanski	Major revisions made to all sections of the policy.
28/02/2018	2	Minor revision	S.Friedenberger	Reformatted to new template

Approvals Record:

This Policy requires approval by:

Approval		
Date	Name / Title	Signature
21/05/14	Valerie Wiebe Chief Officer, Patient Services and Human Resources	<i>Original signed by Valerie Wiebe</i>
21/05/14	Bill Funk Chief Officer, Operations	<i>Original signed by Bill Funk</i>

FINAL APPROVAL:

Date	Name / Title	Signature
21/05/2014	Dr. S. Navaratnam President and CEO, CCMB	<i>Original signed by Dr. S. Navaratnam</i>

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APPENDIX A

Examples of ACCEPTABLE Clothing for the Workplace

Business casual attire, such as:

- Dress pants, dress Capri or cropped pants, tailored khaki or dark pants made from non-denim materials;
- Shirts, blouses, dress shirts, sweaters, golf or polo shirts with collars, suit and sports jackets;
- Hemlines must be no shorter than 2 inches (5 cm) above the knee. The length must be such that one can sit comfortably in public and provide appropriate patient care;
- Blue jeans are acceptable on designated Jeans Days only, except in designated work areas as specified by management due to the nature of the work carried out.
- Leggings other than leather/pleather or jeggings are acceptable only when the upper garment meets the hemline criteria of no shorter than 2 inches (5 cm) above the knee.

Examples of UNACCEPTABLE Clothing for the Workplace

Clothing that is in disrepair, is too tight, or too revealing, such as:

- Low-cut/slung garments, sheer blouses and shirts that reveal undergarments;
- Tank tops, tube tops, halter tops, strapless tops, crop tops, muscle shirts, spaghetti straps;
- Backless, off-the-shoulder or midriff-baring dresses, blouses, or shirts;
- Sagging or excessively loose clothing, hoodies;
- Beachwear, sportswear, sweatpants, yoga pants, sweatshirts, spandex or exercise garments, fleece or flannel, leather/pleather leggings, jeggings, camouflage pants, cargo pants;
- Skirts, skorts, dresses or shorts with hemlines more than 2 inches (5 cm) above the knee;
- Caps, hats, hoods or bandanas unless worn for medical or religious reasons or for specific duties.

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Appendix A – continued

Examples of What Not to Wear in the Workplace Including, but not limited to these illustrations:	
Clothing	
Footwear	