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POLICY:

- Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Helms Home Care presents to customers and visitors.
- During business hours, members are expected to present a clean and neat appearance and to dress according to the requirements of their workday.
- Employees should consult their supervisor with questions as to what constitutes appropriate attire.

OFFICE AND PROFESSIONAL STAFF:

- Office staff are expected to maintain a professional appearance that reflects the business image of Helms Home Care.
- Appropriate attire includes:
 - Clean and neat appearance
 - Business / Smart casual clothing; standard for daily office hours
 - Business / Smart casual: jeans, khakis/pants, blouse/polo, sweater, t-shirt, sneakers, loafers, flats.
 - Clothing should be free from profanity or content (words or images) that could be viewed as inflammatory, vulgar, or offensive to any audience.
 - Pajamas are prohibited, except for approved holiday functions.
 - Athletic wear should be limited and avoid the appearance of being sloppy or too revealing.
 - Business professional / casual; for in-person client meetings or public appearances
 - Business professional / casual: Polo or button-down shirts, blouse, sweaters, pants or skirt/dress below the knee, and closed-toe shoes.
 - Avoid: Jeans, shorts, t-shirts, flip-flops, and overly casual or athletic wear.

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CLINICAL STAFF:

- Field staff are expected to maintain a neat, clean, and professional appearance while providing care to agency clients.
- Field staff should refer to policies for [No Smoking](#), [Hand Hygiene](#), and [Bag Technique](#) for additional in-home requirements.
- The required dress code for field staff includes:
 - Solid colored scrubs (top & bottom) **or** a company issued top with solid colored scrub bottom
 - Closed-toes shoes
 - Company ID badge visible upon entering each client's residence
 - Jeans, shorts, sandals / flip-flops, sweatshirts and other casual wear is prohibited unless direct approval has been obtained by management.
 - Alternate dress may be approved by management for a specific client request / comfort or for an urgent care need.
 - Jackets may be worn as appropriate for weather conditions but should not obstruct the visibility of the ID badge.

ID BADGES:

All Helms Home Care hands-on staff are required to wear identification badges while on duty. Badges shall clearly display the Helms Home Care logo, staff member's full name and job title.

- The employee identification badge will be produced by the Human Resources department for all new hires, name changes, and title changes.
- If the employee identification badge becomes damaged or worn, it will be replaced by the Human Resources Department.
- Upon termination of employment, the staff member is required to shred or return his/her identification badge to their supervisor.