

**McLAREN VISITING NURSE AND HOSPICE
McLAREN HOME MEDICAL
McLAREN PHARMACY SERVICES
DRESS CODE**

It is very important that all employees at McLaren Visiting Nurse and Hospice, McLaren Home Medical, and McLaren Pharmacy Services present a professional image. Presenting a professional image supports positive community and employee relations and is representative of the standard to which we hold ourselves.

Logo wear is **REQUIRED** for all staff with direct patient/customer contact. Office staff and those without direct patient/customer contact are encouraged to wear logo wear but not required.

Clinical Field Staff: including RN, LPN, CNA, HHA, PT, PTA, OT, OTA, ST, RD, RT

- Option 1: Blue scrubs with McLaren Visiting Nurse and Hospice logo. Closed toe shoes or tennis shoes in black, blue, brown or white (accenting trim acceptable, may wear open heel).
- Option 2: Blue polo shirts or oxfords with appropriate McLaren Home Medical or McLaren Visiting Nurse and Hospice logo. Pant or skirt in khaki, black, navy or white. Shorts or capris may be worn as weather constitutes (shorts no more than two inches above the knee). Closed toe shoes or tennis shoes in black, blue, brown or white (accenting trim acceptable, may wear open heel). NOTE: When visiting residential facilities (e.g. nursing homes, assisted living, adult foster care, independent living facilities, etc.), a McLaren Home Medical or McLaren Visiting Nurse and Hospice logo lab coat must be included with this option.
- Option 3: Professional business attire with appropriate McLaren Home Medical or McLaren Visiting Nurse and Hospice logo lab coat. Dress shoes (should not be scuffed, gouged or worn in appearance).

Brian's House Staff:

- Nurse's Aids will wear **Royal Blue** scrubs
- House Keepers will wear **Dark Blue** scrubs
- Nurses will wear **Light Blue** scrubs
- Cooks will wear **White shirts**, Oxfords or polo's with aprons
- Closed toe shoes or tennis shoes in black, blue, brown or white (accenting trim acceptable, may wear open heel).

Non-Clinical Field Staff: (Social Work, Bereavement)

- Option 1: Blue polo shirts or oxfords with McLaren Visiting Nurse and Hospice logo. Pant or skirt in khaki, black, navy or white. Closed toe shoes or tennis shoes in black, blue, brown or white (accenting trim acceptable, may wear open heel).
- Option 2: Professional business attire with appropriate McLaren Home Medical or McLaren Visiting Nurse and Hospice logo lab coat. Dress shoes (should not be scuffed, gouged or worn in appearance).

Non-Clinical Field Staff: (HME Customer Service Representatives, Wal-Mart Staff and Patient Contact Volunteers)

- Blue polo shirts or oxfords with appropriate McLaren Home Medical or McLaren Visiting Nurse and Hospice logo.
- Pant or skirt in khaki, black, navy or white.
- Closed toe shoes or tennis shoes in black, blue, brown or white (accenting trim acceptable, may wear open heel).
- Any McLaren Visiting Nurse and Hospice or McLaren Home Medical apparel purchased through the pride shop may be worn on "Casual for a Cause Days".

Drivers:

- Blue polo shirts or oxfords with McLaren Home Medical logo.
- Pant in khaki, black, navy or white.
- Shorts may be worn as weather constitutes (no more than two inches above the knee).
- Steel toe shoes.

Pharmacy Services Staff: (Retail Sites)

- Option 1: Blue scrub jacket (short or long sleeve) with McLaren Pharmacy Services logo over appropriate business attire shirt and slacks/scrub pants.
- Option 2: White short sleeve polo shirt or long sleeve oxford shirt with McLaren Pharmacy Services logo and appropriate business attire slacks.

Pharmacy Services Staff: (Closed-Door Pharmacy)

- Option 1: Blue scrub jacket (short or long sleeve) with McLaren Pharmacy Services logo over scrub shirt and pants (McLaren Pharmacy Services logo optional on scrubs if worn with scrub jacket).
- Option 2: Blue scrubs with McLaren Pharmacy Services logo.
- Option 3: White short sleeve polo shirt or long sleeve oxford shirt with McLaren Pharmacy Services logo with khaki slacks.

Pharmacy Services Staff: (Pharmacists/Interns)

- Option 1: Professional business attire. Lab coats with McLaren Pharmacy Services logo optional
- Option 2: White short sleeve polo shirt or long sleeve oxford shirt with McLaren Pharmacy Services logo and appropriate business attire slacks.

Pharmacy Services Staff (Shoes):

- Dress or tennis shoes.
- Hosiery must be worn at all times.

Flu Staff:

- Street Clothes with lab coat worn for all RNs and LPNs.
- Blue polo shirts or oxfords with McLaren Visiting Nurse and Hospice logo.
- Pant or skirt in khaki, black, navy or white
- Closed toe shoes or tennis shoes in black, blue, brown or white (accenting trim acceptable, may wear open heel)

Home Care Coordinators:

- Professional business attire with McLaren Visiting Nurse and Hospice logo lab coat. Closed toe shoes or tennis shoes in black, blue, brown or white (accenting trim acceptable, may wear open heel).

Management, Marketing Staff, Clergy, Office Staff and Office Volunteers:

- Professional business attire
- Suits for meetings, presentations, etc. outside of the immediate office
- Ties (optional in office)
- Dress shoes (should not be scuffed, gouged or worn in appearance)
- Dress sandals are permissible
- Skirts or split skirts (no more than two inches above knee length)
- Capri slacks may be worn as weather constitutes
- Special event attire (e.g. staffing at health fairs and related events) can include blue polo shirts or oxfords with pant or skirt in khaki, black, navy or white

Casual For A Cause:

“Casual For A Cause” dress down days is held every Friday for a minimum donation of \$2.00 to a McLaren Visiting Nurse and Hospice program. No logo tee shirts. Clinical staff are excluded.

THE FOLLOWING ITEMS WILL NOT BE WORN:

- No sheer or see through clothing
- No spandex, leggings or stirrup pants
- No sweatshirts or sweatpants, wind suits or loungewear
- No tee shirts
- No overly tight or revealing clothing
- No flip flops
- No sleeveless clothing
- No clothing that reveals cleavage

Professional Work Appearance:

- Proper grooming
- No visible tattoos
- No visible body piercing (other than ears)
- No excessive jewelry

All clothing must be clean, pressed and in good condition. If staff are attending meetings or performing interviews, they must adhere to the professional dress code.

Supervisors will address violations and require adherence to the above dress code.

This policy does not affect uniform reimbursement.