

STANDARD OPERATING PROCEDURE- POLICY DEPARTMENT OF OB/GYN DRESS CODE

SCOPE/APPLICABILITY:

This policy applies to all staff, including full-time, part-time, temporary staff and students working in OB GYN.

PURPOSE:

OB GYN is committed providing a workplace environment that is comfortable and inclusive for all employees. The Department of OB/GYN has chosen to offer a casual dress environment for employees. Dress choice, although casual, should exhibit common sense and professionalism. Employees are expected to use good judgment and to show courtesy to their coworkers by dressing in a manner that is presentable, appropriate and professional. Employees must be cognizant that the Department of OB/GYN is a place of business. Choice in dress should take into consideration interactions with coworkers, providers, physicians, etc. **Proper identification badges must be worn at the workplace during all work hours**

EXPECTATIONS:

In order to maintain a casual yet professional work environment, the Department of OB/GYN has established the following guidelines for unacceptable office attire:

- Clothing with spaghetti, narrow or no straps that exposes the back or shoulders, including tank tops
- Clothing that exposes the stomach, midriff or waistline area
- T-Shirts with logos/pictures/language, except for Lobo or UNM images.
- Clothing with holes or rips
- Clothing generally used for recreation or exercise (gym pants, warm-ups, sweat suits, spandex, beachwear, etc.)
- Shorts
- Clothing that is obscene, suggestive, demeaning or advocates the use of violence, alcohol, tobacco or drugs
- Hats
- Flip flops of any kind, at any time (including breaks)
- Jeans should be presentable and not have holes/rips.
- If an employee is required to work in or enter any clinic or patient treatment area, they should defer to the UH/Clinic Dress Code.

These guidelines cannot be all inclusive. Questions related to the content of this policy or its interpretation should be directed to the Operations Manager or Department Administrator. Issues with compliance or enforcement should be brought directly to the Operations Manager. Repeated violations of the dress code policy will result in disciplinary action.