

## Policy and Procedures

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*Title:* Appearance / Personal Grooming

*Date issued / last revision:* May 1, 2003

*Date effective:* Immediately

# Appearance / Personal Grooming

### *Statement:*

Cooperstown Medical Transport, Inc. (CMT) is establishing policy and procedures with regard to appearance and personal grooming.

### *Purpose:*

This policy is to establish the appropriate appearance of employees.

### *Scope:*

This policy applies to all employees of CMT, full time, part time and interns.

### *Policy:*

1. Employees are expected to wear an appropriate uniform or other suitable attire for the duties of their position.
2. A neat, clean and hygienic appearance is required.
3. Employees in uniform shall not enter a public drinking place or other disreputable place except in the performance of the duties.
  - a. A public drinking place is defined as an establishment that primarily serves alcoholic beverages.
  - b. A restaurant that also serves alcohol is not considered a public drinking place.
4. No employee shall appear in uniform and/or report for duty while under the influence of alcohol or other drugs.
5. Cigarette packs should not be in view at any time when in uniform or on duty.
6. Chained wallets and long dangling key devices, except CMT keys, from the belt are not allowed, i.e. retractable key rings.
7. Hair should be kept neat and clean and also hair which is longer than shoulder length shall be pulled back into a ponytail or similar style at all times during field shifts for personal safety reasons.
8. Beards and mustaches shall not interfere with the effectiveness of respiratory PPE.
  - a. Employees must be aware that facial hair can interfere with the seal of a respirator.
  - b. CMT will not be responsible for exposures caused by facial hair interfering with a respiratory PPE.
9. Fingernails are to be of a conservative length for patient and employee's safety.
10. Make up should be conservative and not excessive.

11. Body piercings
  - a. Piercings that are considered offensive by management will not be worn.
  - b. Earrings should not dangle more than 1/4 of an inch below the earlobe.
12. Tattoos that may be considered excessive or offensive shall not be visible while at work.
13. Footwear must be kept clean and neat.