



Dress Code Guidelines - Applies to all Staff

Mankato Clinic is proud of its public image and strives to maintain the high standards of patient service and medical care for which we are known. Patients and their families form their opinions of our clinic through their contacts with you, so you are asked to use good judgment in dressing, grooming, and personal hygiene in a manner appropriate to your work surroundings. We also recognize that personal appearance is an important factor of self-expression and value each and every employee's individuality. We feel that the appearance of all staff at the Mankato Clinic is one of the factors making a positive contribution to our image.

Based on your job classification, you fall under a specific Dress Code (Clinical, Business Casual, or Building Services). Please see those individual requirements detailing approved attire. If you have questions, please contact your Director or Manager.

- All staff must wear ID Badges at all times while on Clinic property. They must be visible and above the waist, badges may not be placed on waist band. You may not flip or place stickers on your badge to cover identity. If you sit at a desk, the patient must be able to see your ID Badge.
- Employees may wear approved Mankato Clinic apparel. New hires will receive a one-time Mankato Clinic apparel allowance from the clinic of \$50 to be spent on the Clinic Webstore. Employees may purchase Mankato Clinic clothing anytime on the Clinic Webstore.
- All clothing must be neat and clean in appearance. Clothing should be appropriate fit. (Example: not too baggy or too small)
- Undergarments must be covered by clothing, so they are not visible by style or color through clothing. Skin in the areas of upper body, lower back and midriff cannot protrude from your clothing while performing normal job duties such as bending, twisting, lifting or reaching.
- Fragrance Neutral Workplace Policy - Perfumes, colognes, lotions, hair/body sprays, after-shaves, scented hand sanitizers, oils, powders and other scented products shall not be worn out of consideration for patients, visitors and other employees who may have sensitivities or allergies. In addition, while at work, employees are not to smell of smoke. Any employee who has concerns about scents or odors should contact their Department Manager.
- Clothing that is not appropriate at any time includes, but is not limited to the following:
 - Torn, frayed, patched, stained or discolored clothing
 - Clothing with offensive slogans or pictures
 - Halter tops, low cut or revealing tops, crop tops
 - Denim and flannel tops
 - Leggings worn as pants
 - Hooded sweatshirts
 - Hats or caps
 - Flip flops
 - Crocs shoes with holes on top
 - Overalls/bibs
 - Shorts
- Shoes must be worn at all times. Shoes must fit properly and be appropriate in nature in relation to the staff's position. Please refer to your specific dress code for additional guidelines.
- Hair, beards, and mustaches must be clean and well-maintained. Hairstyles and color are expected to present a professional appearance. Employees have a right to express their identity through hair texture and style. If you have concerns whether your hairstyle is appropriate, please discuss with your Director or Manager.

- Jewelry must be worn in a way that prevents contamination, does not present a safety hazard, and is appropriate for the workplace. Staff may wear a maximum of four ear piercing accessories per ear. Other body piercing accessories that are visible to others, such as nose and eyebrow, are allowed if professional in appearance.
- Tattoos are allowed. Tattoos that contain the following will not be allowed: any sort of discrimination, profanity, nudity, violence, alcohol, controlled substances, etc. "Offensive" is open to interpretation. If you have concerns whether your tattoo or another individual's tattoo is appropriate, please discuss with your Director or Manager.
- Clothing, buttons or stickers with candidate names or special interest groups are not allowed.

Mankato Clinic reserves the right to determine acceptable attire and grooming. If staff report to work improperly dressed or groomed, they may be instructed to return home to change or be directed to take other corrective action. Non-exempt staff will not be compensated during the time away from work. Violation of the Clinic's Dress Code may result in disciplinary action, up to and including immediate termination. If you have questions about what attire or grooming is appropriate, you should discuss those questions with your Director or Manager.

Denim Day Guidelines

Denim must be professional in nature in relationship to the staff's positions. Staff may wear denim jeans, capri pants, skirts or shirts. No torn, tattered denim or bibs allowed.

In addition to work-approved Mankato Clinic apparel, short-sleeve t-shirts, long-sleeve t-shirts and crewneck sweatshirts with the current Mankato Clinic logo or Mankato Clinic Minnesota graphic may also be worn on Denim Day. No hooded sweatshirts allowed. Clinical staff may wear a professional top in lieu of a scrub top, if they wish. Otherwise, please follow the Dress Code correlating with your job classification.

T-shirt Tuesday Guidelines

Mankato Clinic branded short-sleeve t-shirts, long-sleeve t-shirts and crewneck sweatshirts may be worn every Tuesday. T-shirts must have the current Mankato Clinic logo or Mankato Clinic Minnesota graphic and must be in good condition.

Holiday Guidelines

Individuals may wear holiday attire or jewelry the week before and on the holiday.

Clinic Recognized Holidays:	Other Holidays:
New Years Day	Valentine's Day
Memorial Day	St. Patrick's Day
4 th of July	Easter
Labor Day	Halloween
Thanksgiving	Religious holidays as applicable
Christmas	

All clothing, footwear, and accessories should be appropriate for the workplace, look professional and promote a safe work environment.

Mankato Clinic will reasonably accommodate staff members with religious beliefs that may conflict with this dress code policy. Please notify your Manager if this affects you.