

## **DRESS STANDARDS**

We expect all employees to present a well-groomed, business-like appearance at all times. **Denim jeans and overalls are never acceptable except in special circumstances and with approval by management at the site location.** Denim jeans, denim skirts, T-shirts and sweatshirts with cancer related logos may be worn on Fridays **only**, as part of the Relay for Life fundraiser and/or any other company approved event or fundraiser. To participate in these casual Fridays, a fee must be paid to the approved event or fundraiser whether wearing jeans **and** T-shirt together or just jeans or just T-shirt with appropriate business-like attire. No T-shirts with logos or sweatshirts with or without logos are allowed **except** on casual Fridays. This includes shirts or sweatshirts with NGO or cancer-related logos. Open-toed shoes should not be worn by any clinical staff working in any of the clinical areas including Blood Draw, Laboratory, Exam Rooms, Infusion or Pharmacy. Open-toed shoes should not be worn by non-clinical staff entering the Pharmacy or the patient chair area of Infusion.

Please avoid extremes in dress and behavior. Flashy or revealing clothing and body piercings, other than earrings in the ears, are prohibited at work. Tattoos should be covered as much as possible. Also, due to varying sensitivity, strong scents should not be worn.

**Clinical** employees are expected to wear uniforms, which are in compliance with office policy and are responsible for keeping them neat and clean. Nurses, Medical Assistants and Medical Technologists are expected to wear white or colored scrub pants, white skirts or dresses. Collared shirts or blouses may be worn with pants and/or skirts. For male clinical staff, scrub pants/casual pants (no jeans except on Fridays) may be worn with scrub tops or collared shirts. A protective coat is provided by the office and must be worn at all times while in the clinical area.