



Personal Hygiene and Grooming Policy for Employees Training for Support Staff

The personal appearance of employees of Cherish is important in our interactions with program participants and others. Employees will dress in a way that establishes confidence and respect for the institution, while maintaining health and safety.

The following factors were taken into consideration in defining this policy:

- Participant safety
- Employee safety
- Public safety
- Infection control
- Job responsibilities
- Fragrance control
- Professional image
- Personal hygiene

PROCEDURES

All Employees must adhere to general standards of cleanliness, grooming and dress.

An employee's attire shall be clean, neat, moderate in style, appropriate for the type of work being performed and take into account the expectations of program participants and others. Examples of unacceptable attire in the workplace are:

1. Short shorts
2. Camisole tops, halter-tops or tube tops (keep back covered at all times)
3. Exposed midriff and back
4. Revealing attire
5. Hats or caps (unless part of uniform)
6. Support Staff may not wear flip-flop sandals, high heels or other shoes that may pose a tripping hazard*.
7. Distracting or derogatory clothing (offensive language or political statement)
8. Prominent uncovered tattoos
9. Non-traditional, visible body piercings

*This list is not intended to be exhaustive of all clothing, footwear and jewelry that are inappropriate, offensive, or unsafe.

*Shoes must provide safe, secure footing, offer protection against hazards and have noiseless soles and heels for the comfort of program participants and should be appropriate for employee's work environment.

Uniforms may be standard attire if designated by the supervisor or program participant.



Employee shall avoid wearing accessories on their clothing or person that could present a safety and/or infection hazard or are embarrassing or offensive to program participants, others, or other employees. Hair and accessories must be worn to avoid contact with the program participant.

Personal Hygiene: Employees are responsible for maintaining appropriate levels of personal hygiene. Employees hair and skin must be clean and odor free. Clothes must be neat and clean.

Fragrance Control: It is the intent of Cherish to control all fragrances use in consideration of our program participants, employees and others. Employees should avoid wearing any product that produces a scent that is strong enough to be perceived by others including, but not limited to: colognes, perfumes, after-shave products, lotions, powders, deodorants, hair sprays and other hair products, and other personal products.

Keep fingernails neatly manicured and of a length that does not compromise program participant care.

Religious, Racial, Gender-Specific or Ethnic Attire: Nothing in this policy is intended to hinder the advancement of diversity at the institution. Reasonable accommodations may be provided when related to guarantees under Title VII and in accordance with the Equal Employment and Affirmative Action Policy.

Any employee whose appearance or hygiene is inconsistent with these policies will be counseled and sent home to change clothes. Continued disregard of the policy may be cause for further disciplinary action, up to and including employment termination.

This policy is intended as a guideline to assist in the consistent application of Cherish policies. The policy does not create a contract implied or expressed. Cherish reserves the right to modify this policy in whole or in part, at any time, at its sole discretion.

Policy reviewed and authorized by the Cherish owners at a formal Board of Directors meeting

Last policy review: 5/30/2019