

Indiana University
Department of Family Medicine

Professional Image Policy

Expectation: The Department of Family Medicine faculty and staff will maintain a professional image in terms of both conduct and appearance as defined by this policy. Departmental faculty and staff will exhibit courteous, conscientious and business-like behavior in the workplace.

Personal Hygiene: Employees are expected to present their person in a hygienic manner. Hair will be clean and neatly styled. Facial hair will be neatly styled and groomed. Fragrance will be minimized and may be banned to avoid allergic reactions, if needed. Tattoos will be covered while in work status.

Uniform/scrub attire: Uniform/scrub attire will be standard dress for all staff who provide direct patient care services and other practice designated staff. Staff members not designated to wear scrubs or lab coats may not elect to do so and should be dressed in attire consistent with their role within the department.

Acceptable Attire Guidelines: The Department of Family Medicine has established guidelines for minimally acceptable attire standards for non-clinical staff. These include:

- a. Dress shirts, ties
- b. Blouses
- c. Blazers, sweaters and cardigans
- d. Collared polo shirts
- e. Khaki, corduroy and cotton pants
- f. Appropriate shoes for business (e.g., mid-heels, dress sandals or flats for women, loafers for men). Closed toe shoes must be worn in patient care areas at all times.
- g. Stockings/leg wear is optional for women during summer months. Appropriate stockings/leg wear must be worn in patient care areas at all times.
- h. Denim dresses or skirts. Jeans (regardless of color) are not permissible.

Exception 1: On Fridays employees may wear casual business attire. Jeans, shorts, t-shirts, athletic shoes and items with holes are not acceptable attire. Employees who are expecting guests or representing the department in meetings on Fridays are not permitted to participate in casual business attire.

Exception 2: In circumstances where an employee anticipates “dirty” work (cleaning office, moving items), he/she may request an exception to policy. Approval must be granted in writing from the departmental administrator, or designated individual.

Employees requiring special footwear/athletic shoes due to a documented medical condition must have an exception to policy notice on file. An employee may be asked to provide medical certification to receive approval.

At department management discretion, individuals who violate policy may be directed to leave the premises, without pay, to change their attire and return to work. Repeated violations of this policy will be addressed through corrective action.