



## Training Acknowledgment

Employee Name: Kaleb Stevens Policy/Procedure/Topic: [HR-029] Dress Code

Trained By: Hanna Hamill Date Trained: 12/7/21

I acknowledge that I have received training on the above topic, along with supporting policies, forms and procedures.

I understand that it is my responsibility to adhere to the requirements of the training fully, and if I do not understand my responsibility or need clarification, I will seek immediate assistance from a Home Manager in order to act in accordance with state policy, procedures and company expectations.

I understand that this Training Acknowledgment will become part of my permanent employment record, and that failure to apply the principles I was taught in my training will result disciplinary action, up to and including my termination of employment for failure to follow company policy.

Kaleb Stevens  
Employee Signature

12/7/21  
Date

Hanna Hamill  
Home Manager Signature

12/7/21  
Date

Copy to Employee  
Copy to Employee Personnel File/HR



## Dress Code: Attire & Grooming Policy

### PURPOSE

To ensure that all employees engaged in providing assistance and care to residents, food service and maintenance to Beacon's facilities, are clearly identified as being part of the team representing Beacon Specialized Living, the organization has put in place a Uniform and Dress Code Policy.

The policy establishes clear and consistent guidelines for proper attire and grooming that will contribute to the corporate culture and reputation of the organization, while enhancing professionalism with staff and residents.

### AFFECTED EMPLOYEES

- All employees providing assistance and care to residents.
- All employees engaged in food service.
- Clinical and medical professionals.
- All employees engaging in maintenance to Beacon's facilities, vehicles, property and premises.

### UNIFORM

A professional appearance is essential to a favorable impression with residents and their families, regulatory agencies, medical professionals and outside contracting agencies, along with organizational management.

The uniform consists of a Beacon Specialized Living logoed shirt as described below, khaki pants or jeans without any holes and with a proper waist fit and closed toed shoes.

#### Beacon Logoed Shirt

- Direct Care Staff = T-Shirt
- Lead Direct Care Staff = T-Shirt
- Assistant Home Manager Staff = Polo Shirt
- Home Management Staff = Polo Shirt
- Food Service Staff = T-Shirt
- Clinical and Medical Staff = Polo Shirt or Button Down Shirt
- Maintenance Staff = T-Shirt and Button Down Shirt



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### UNIFORM STANDARDS

- Beacon Specialized Living Beacon Specialized Living will pay for 50% of three (3) beacon logoed shirt for employees as part of the new hire orientation. (Specific shirt based on the employee's role as identified above.)
- Employees are to exercise sound judgment with regard to personal appearance, hygiene and grooming. All uniforms are to be clean, neat and without holes. Khakis and jeans are to not be torn or frayed. The clothing articles should fit in a way that undergarments are not visible at any time while performing job duties. Clothing is to be modest. Low-cut/sagging pants nor pajama pants are inappropriate and are not to be worn.
- Feet are to be covered at all times. Clean and neat tennis shoes, docker-type shoes and/or boots in can be worn. (Flip-flops, sandals or other open toed and shoes are not permitted.)
- Tattoos and piercings are permitted if they do not conflict with an employee's ability to perform their job, are considered offensive in nature, based on race, sex, religion, etc., cause a safety hazard to themselves, the residents and/or other employees or receive a complaint from outside agencies, residents or contractors.

Employees may be required to remove jewelry from body piercings or cover tattoos that are found to be inappropriate. This will be determined on a case-by-case basis by the home manager or his/her designee.

- At no time during working, should an employee wear any type of hat or clothing depicting sexually explicitly messages or illustrations be worn and items that suggest racial, alcohol or discriminatory concepts shall not be tolerated

### UNIFORM ORDERING

It is the policy Beacon Specialized Living to share the cost (50%) in assisting to provide all applicable employees with three (3) shirts in order to present a professional appearance and to be easily identified as Beacon employees.



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### **New Employees**

- The new employee is to advise their applicable manager or his/her designee in regard to the shirt size they wear.
- The manager will submit DCW uniform orders/payroll deduction forms to Human Resources for processing. The logo-wear will be forwarded directly to the specified home location.

### **Non DCW Employees:**

- If additional logo-wear shirts are needed, the employee can log into the on-site log-wear site and order additional shirts. The cost of additional logo-wear is 100% paid by the employee.
- The cost of the logo-wear can be immediately paid for or deducted from the employee's next paycheck.
- The logo-wear will be forwarded directly to the specified home location.

### **IDENTIFICATION BADGES**

Beacon Specialized Living Identification Badges are to be worn at all times while working.

### **MAINTAINING UNIFORMS**

- Upon issue, Beacon logoed shirts become the responsibility of the applicable employee for maintenance, cleanliness and care. If any Beacon logoed shirt requires replacement, the employee is required to replace it, at their cost.
- Beacon Specialized Living may issue new uniforms periodically (Ex: logo change, corporate color change). Affected employees will be given advance notice of the change.

### **MONEY OWED TO BEACON**

- If the employee resigns prior to their initial 12-month period, the employee will be asked to pay back the 50% uniform cost Beacon provides and is responsible for 100% of the cost of the uniform. Beacon Specialized Living will deduct the



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cost from the final paycheck due the employee (except where such deductions are prohibited by law.)

### **RESPONSIBILITY TO MONITOR UNIFORMS AND DRESS CODE**

It is the responsibility of the home managers, or their designee, to monitor and address the uniform and dress code as it relates to proper attire and grooming. If an employee comes to work in appropriate attire, the employee will be required to go home, change and return to work. (Hourly employees will not be paid for lost time due to going home to change.)

If an employee's poor hygiene or inappropriate dress are an issue, the home manager, or his/her designee, will discuss the problem with the employee in private and point out the specifics that need to be corrected. If the problem persists, corrective action will result, up to and including discharge.

### **QUESTIONS**

Employees are to ask their immediate supervisor, their department leader or a member of the Human Resources team if they have any questions in regard to this policy.

### **FAILURE TO FOLLOW POLICY**

Failure to follow Beacon Specialized Living's Uniform and Dress Code Policy may result in corrective action, up to and including discharge

### **CHANGE NOTICE PROVISIONS**

Beacon Specialized Living reserves the right to cancel, modify or replace the Uniform Policy at any time, with or without notice.

### **Exception to Uniform Policy**

Employees should be prepared to change into appropriate personal clothing (i.e., plain t-shirt with sleeves, blouse, hoodie or jacket) when escorting a resident into the

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community, if requested. This is the only exception to the policy, upon returning to the home environment, employee should change back into their beacon uniform.