



Title: Employee Handbook	Page: 1 of 1
Section: 2.1.0 Terms of Employment	Date: January 31, 2017
Policy: 2.1.4 Dress Code	Replaces: April 11, 2015

As a representative of **Family & Friends Home Care, LLC**, the professional image of **Family & Friends Home Care, LLC** must be maintained at all times. This includes all working hours and also times outside of working hours whenever in an identifiable **Family & Friends Home Care, LLC** uniform or vehicle.

- 2.1.4.1 The employee must wear a uniform during working hours unless approved by the company to do otherwise. (See Policy 2.1.3)
- 2.1.4.2 Appropriate pants, knee length shorts or skirts may accompany the uniform.
- 2.1.4.3 If required, an appropriate undershirt, shirt, turtleneck or blouse may be worn underneath the uniform.
- 2.1.4.4 Jeans (with holes, old or not black or dark blue, sweatpants), sleeveless shirts or ragged clothing is not acceptable.
- 2.1.4.5 As per workers compensation regulations, shoes must be closed sole with good traction and support. Sandals, sock feet or bare feet is not acceptable.
- 2.1.4.6 Hair should be clean and controlled so as not to impede the employee’s vision or touch the customer.
- 2.1.4.7 In keeping with environmental sensitivities, the wearing of fragrances such as perfume is not acceptable.
- 2.1.4.8 Employee must practice good body hygiene.
- 2.1.4.9 Where required such as when toileting or bathing a client, aprons or gloves as supplied by the company may be used.
- 2.1.4.10 Fingernails must be kept at professional length, no more than 1/8 inch past the fingertip (sport cut).
- 2.1.4.11 1<sup>st</sup> violation of the policy will be a Verbal warning half point (1/2)
- 2.1.4.12 2<sup>nd</sup> violation of the policy will be a Written Corrective Counseling & one point (1)
- 2.1.4.13 3<sup>rd</sup> violation of the policy will be a one Day immediate Suspension & three points (3) and possible termination depending on the number of accumulated points.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel  
Reviewed by Executive Board and approved by the Board 1/31/17  
Reviewed by Compliance Officer and approved 1/25/17  
All previous versions are obsolete