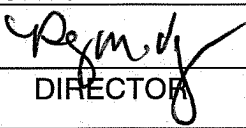


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Dress Code and General Decorum	POLICY NO: AD-HR-05	Page 1 of 1
RESPONSIBILITY: Agency Wide		
APPROVED BY:  DIRECTOR	EFFECTIVE: 12/14/1992	
	LAST REVIEWED/REVISED: FEB 06 2018	

PURPOSE:

To establish guidelines governing appropriate attire and general decorum for employees.

POLICY

Employees are expected to be role models for clients and the community. They will dress, speak, and generally conduct themselves appropriately when on work status. Appropriateness is defined as pleasantly and professionally presentable to the public with the proper hygiene and safety consideration.

Employees shall conduct and represent themselves appropriately and accordingly in a manner that represents and fosters the good image of the organization. All staff must dress according to the requirements of their clinical settings. Identification cards and name badges must be worn at all times.

The following attire is not appropriate:

1. Tank tops, short-shorts except for beach or labor functions, plunging necklines or sheer dresses/blouses and mini-skirts (mid-thigh).
2. Zories, slippers or open-toed sandals with heel strap except for medical reasons (with M.D. certification) or Supervisor/Staff negotiation that safety is not compromised.
3. High heels in the Inpatient Units, Day Treatment and Residential Programs.
4. Dangling jewelry in the Inpatient Unit.
5. Inappropriate writing, logos or designs visible.
6. Headwear/hats indoors.

Guam Behavioral Health and Wellness Center will not be liable for any injury should any employee choose to wear open-toed footwear or high heels in those branches where safety is a consideration.

REFERENCE(S):

RELATED POLICY (IES):

SUPERSEDES: Dress Code and General Decor; ORG0-21-1.; 12/14/1992/12/17/1992; Marilyn L. Wingfield


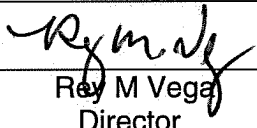
ATTACHMENT(S):

**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

**RECEIVED BY
GUAM BEHAVIORAL
HEALTH & WELLNESS
CENTER**
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The signatories on this document acknowledge that they have reviewed and approved the following:

- Policies and Procedure Submitted by: Cydsel Toledo
- Protocol/Form Policy No: AD-HR-05
- Bylaws Title: Dress Code and General Decorum

<input type="checkbox"/> Reviewed <input type="checkbox"/> Endorsed Title	Date	Signature
	2/6/18	
	Name Title	Maelei R. Sampson Human Resources
<input type="checkbox"/> Reviewed <input type="checkbox"/> Endorsed Title	Date	Signature
	FEB 06 2018	
	Name Title	Rey M Vega Director