

In order to provide consistent professionalism at all levels of care all employees will abide by the Heart ‘n Home dress code. The appearance that Heart ‘n Home employees provide is the first and most important impression for our patients and community. By creating a standard, Heart ‘n Home will ensure separation and distinction from other hospice organizations, increasing the confidence of patients by looking professional, and branding Heart ‘n Home as recognizable in the community. Employees are required to be in dress code at all times when working, it is permissible for clinical employees to wear office dress code for trainings and orientations.

Please keep in mind this is in addition to the Standards of Behavior will still apply to the dress code and all employees. The standard colors are red, black, grey, and white. All items must be solid in color as noted below and may be worn in layers.

All Employees:

TYPE	COLOR
Dress Pants, Slacks, Skirts, Capri’s	Black, Grey, Khaki, White (Belts must be worn on men’s slacks), pants may have soft pin striping
Dresses	Black, Grey, Khaki, some piping allowed within standard colors
Tops (Men must have collar and tucked in shirt)	Red (true Red), White, Black, Grey, subtle lace under layer acceptable
Ties	Not required. If worn, must be in standard colors, stripes acceptable
Sweaters	Red (true Red), White, Black, Grey
Coats	No restrictions

Items Not Acceptable:

- ⊗ Jeans
- ⊗ Shorts
- ⊗ Patterns (even if a mix of acceptable colors: i.e. argyle, stripes, checks, etc.)
- ⊗ Crocs
- ⊗ Tennis Shoes
- ⊗ Cargo Pants
- ⊗ Baseball Caps

Volunteers are not required, but are suggested, to follow the Heart ‘n Home dress code and have no color restrictions. Volunteers will dress professionally and appropriate for assigned volunteered tasks (weeding, housekeeping, etc.).

Heart ‘n Home will pay the expense to have the logo imprinted on new tops that comply with standards set forth for any employee after their 90 day probationary period.

Nurses and Hospice Aides:

All Nurses and Hospice Aides will wear Heart 'n Home logoed scrubs, issued at time of hire. Scrubs will be provided by Heart 'n Home once per year. The number of sets received is based on the average hours worked per week, please see schedule below scrub description. If more scrubs are desired, the employee may purchase additional sets, at their expense, through the approved vendor (See Senior Vice President of Programs for more information).

RN's / LPN's	COLOR
Scrub Bottoms	Black ,White (Capri's are okay)
Scrub Tops	White (black piping), White (black panels)
Acceptable Under Layers	Black, White
Shoes	Standards of Behavior applies, closed-toe shoes, cros are acceptable

Items Not Acceptable:

- ⊗ Non-issued Scrubs
- ⊗ Scrub Tops Without a Logo
- ⊗ Cargo Pants
- ⊗ Shorts
- ⊗ Baseball Caps

Hospice Aides	COLOR
Scrub Bottoms	Black, Red
Scrub Tops	Red (black piping), Red (black panels)
Acceptable Under Layers	Red, Black
Shoes	Standards of Behavior applies, closed toe shoes, cros acceptable

Items Not Acceptable:

- ⊗ Non-issued Scrubs
- ⊗ Scrub Tops Without a Logo
- ⊗ Cargo Pants
- ⊗ Shorts
- ⊗ Baseball Caps

HOURS WORKED	SCRUB SETS (1 top, 1 bottom) Per Year
32+ hours	4
20 – 31 hours	3
10 – 19 hours	2
PRN – On Call	1