

In order to provide consistent professionalism at all levels of care all employees will abide by the Heart ‘n Home dress code. Our appearance is the first and most important impression for our patients and community. It is our hope that by having a dress standard, Heart ‘n Home will stand apart from other hospice organizations, increase the confidence of patients, and create a brand that is recognizable in the community. The standard colors are red (true red), black, grey, and white. Employees are required to follow the dress code at all times when working. Clinical employees may wear office dress for trainings and orientations.

Volunteers are not required to follow the Heart ‘n Home dress code, but we encourage them to do so. Volunteers will dress professionally and appropriately for assigned volunteered tasks (weeding, housekeeping, etc.).

Exceptions:

Any employee that opts into Foundation Friday may wear jeans and tennis shoes on Fridays. On Best Places to Work Day employees are welcome to wear any work appropriate attire excluding shorts, hats, and sweatpants.

All Employees

TYPE	COLOR
Dress Pants, Slacks, Capris	Black, Grey, Red, Khaki, White (belts must be worn on men’s slacks), pants may have soft pin striping
Dresses, Skirts	Black, Grey, Red, White, Khaki, patterns allowed within standard colors
Women’s Tops	Red, White, Black, Grey, patterns allowed within standard colors
Men’s Tops (must have collar and tucked in shirt)	Red, White, Black, Grey, patterns allowed within standard colors
Ties	Not required - if worn, must be in standard colors patterns allowed
Sweaters	Red, White, Black, Grey, patterns allowed
Coats	No restrictions

Unacceptable Apparel: Jeans, Shorts, Some Crocs (medical professional maybe approved by supervisor), Tennis Shoes, Cargo Pants, and Baseball Caps.

RN's / LPN's	COLOR
Scrub Bottoms	Black ,White (Capris are okay)
Scrub Tops	White (black piping), White (black panels)
Acceptable Under Layers	Black, White
Shoes	Shoes must be closed-toed and tennis shoes are allowed

Unacceptable Apparel: Non-issued Scrub Tops without a Logo, Cargo Pants, Some Crocs (medical professional maybe approved by supervisor), Shorts, and Baseball Caps

HOSPICE AIDES	COLOR
Scrub Bottoms	Black, Red
Scrub Tops	Red (black piping), Red (black panels)
Acceptable Under Layers	Red, Black
Shoes	Shoes must be closed-toed and tennis shoes are allowed

Unacceptable Apparel: Non-issued Scrub Tops without a Logo, Cargo Pants, Some Crocs (medical professional maybe approved by supervisor), Shorts, and Baseball Caps

HOURS WORKED	SCRUB SETS PER YEAR
RN and CNA – Full-Time	5 tops / 5 bottoms
RN and CNA – Part-Time	2 tops / 2 bottoms

On an annual basis, scrubs that are damaged by stains, tears, or fading will be returned to the employee's home office. Throughout the year, if an Executive Director finds/notices scrubs looking unprofessional, they have the authority to return them to their home office for destruction. Each clinical employee will have the opportunity to place a re-order of new scrubs every year to replenish their annual allotment.