

# Cornerstone Behavioral Healthcare

## PM. 17 Personal Appearance

All employees represent Cornerstone Behavioral Healthcare (CBH) and their appearance reflects on the company. While at work, employees are expected to be clean, neatly dressed, with care paid to personal hygiene and appearance.

### Work Attire

A standard of work attire will promote a responsible and professional image, and a feeling of confidence in CBH employees. All persons employed by CBH, unless specifically exempted in his/her job description, are expected to adhere to standards of attire as set forth in this policy while performing work for the CBH. The immediate supervisor of an employee may give specific exceptions for particular events.

1. Employees are expected to dress in a professional manner appropriate to their job and responsibilities. Private parts must not be visible when standing, sitting, or bending. Personal appearance of all employees helps to form the impression that CBH makes on its clients, visitors, and the public
2. Clothing should be in serviceable condition, free of rips, holes, and excessive fraying or other defects rendering them unfit to wear in a business setting
3. All clothing, footwear and accessories should allow employees to work safely
4. Tee shirts, crop tops, halter tops, and athletic or gym wear including, but not limited to, clothing such as sports jerseys, sweat pants and sweat shirts are not acceptable
5. Skin-tight clothing is not acceptable. Leggings are acceptable if worn with a tunic-type top
6. Military or military-type attire or accoutrements are not acceptable
7. Clothing such as shorts, skorts, dresses, skirts, etc. are acceptable if hanging no less than two inches above the knees
8. Clothing should be free of slogans, offensive graphics, and conspicuous advertising
9. Radical deviation from professional business attire is not acceptable

If an employee is dressed in an unacceptable manner, the employee shall be directed to return home for acceptable clothing. This is unpaid time. The most immediate supervisor present is responsible for this decision and for immediately documenting this decision. Repeated violations of this policy will be cause for disciplinary actions up to and including discharge.



CEO

11/16/2022

Date