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## DRESS CODE

I would like to thank you for representing RIGHT ACCORD so well to our clients, family members and the community. The compassionate way in which you care for our clients is what makes Right Accord stand out among our competitors.

An important aspect to representing RIGHT ACCORD well, (as well as yourselves professionally), is dressing appropriately. Caregivers need to be very conscientious of their appearance while they are on a shift with the client.

Over the past few months I have noticed from performing client spot checks and caregivers that come into the office right after a shift, are dressed inappropriately. When you are working with clients or attending meetings in the office it is mandatory that you comply with the dress code (*Employee Handbook section 705 and 706*).

The dress code applies to ALL caregivers, including live-in caregivers. During the duration of the shift, the caregiver is expected to dress appropriately.

Below is a reminder of the dress code that RIGHT ACCORD expects caregivers to abide by while with clients. Please also review your Employee Handbook for the entire list:

- Shoes must provide safe, secure footing, and offer protection against hazards. Sandals, clogs, flip-flops and open-toed shoes with open backs are NOT appropriate.
- Tank tops, tube or halter tops, t-shirts, jeans or shorts may NOT be worn under any circumstances.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
- Long hairstyles MUST be worn with hair pulled back off the face and neck to avoid interfering with job performance.
- Offensive body odor and poor personal hygiene are not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must NOT be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.
- Name badge **MUST** be worn during entire shift (including Live-in shifts)

*If you have any questions regarding the dress code please call the office.*