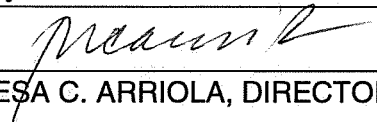


Guam Behavioral Health and Wellness Center		
TITLE: Dress Code and General Decorum	POLICY NO.: AD-HR-05	Page 1 of 3
APPLICABILITY: Agency wide		
APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 12/14/1992	DATE REVISED/REVIEWED: 2/6/2018; 8/30/21 <i>9/17/21</i>

PURPOSE:

To establish guidelines governing appropriate attire and general decorum for Guam Behavioral Health and Wellness Center (GBHWC) employees.

POLICY

- A. GBHWC employees are expected to maintain an appropriate appearance. They shall dress, speak, and generally conduct themselves appropriately in a manner that represents and fosters a good image of the organization consistent with their gender identity and expression during work hours.
- B. Clothing with visible inappropriate writing, slogans, logos, symbols, or designs that promote substances (e.g., alcohol, tobacco, e-cigarettes, marijuana, other illegal substances, etc.), anything sexual in nature, that can be offensive or send a message which is not professional or within the values set by GBHWC is not allowed.
- C. All staff must dress according to the requirements of their clinical or administrative settings. Employees must wear clean uniforms and personal protective equipment (PPE) when instructed or sanctioned by their division heads.
- D. The following attire is considered **not appropriate** while on work status:
 - 1. Tank tops, short-shorts (except for beach or labor functions), plunging necklines, sheer clothing, and mini-skirts (mid-thigh). Any clothing exposing midriff, chest or undergarments.
 - 2. Clothing that is tight (that will limit twisting and bending), revealing, inappropriate, torn, ripped, frayed, stained, messy or excessively baggy even if it is the current fashion. Leggings may be worn under a dress or skirt.
 - 3. Zories and slippers, unless for medical reasons with appropriate medical certification or with Supervisor/Staff negotiation when safety is not compromised.
 - 4. Headwear or head coverings (e.g., hats, bandanas, sweat bands, caps) of any kind while on duty, indoors, or visiting clients in the community. Head coverings may only be worn when associated with professional or religious affiliation, or to honor cultural tradition and does not cause an undue hardship for GBHWC's operations or interfere with safety requirements and protocols.
 - 5. In addition, the following accessories and footwear are not allowed for clinical staff providing direct patient care:
 - a. High heels, zories, slippers, sandals or open-toed footwear, espadrilles for all direct care providers.
 - b. Jewelry is not to be of a style which can be grabbed by others; cause injury or be of a health and safety risk. This can include but is not limited to the following:

- c. Dangling jewelry, such as necklaces, lanyards, earrings, bracelets
 - d. Body piercings of any kind (i.e., tongue, nose, gauged ears, lips, eyebrows, etc.) that are visible or detectable.
 - e. Cellphones and/or earphones on your person is discouraged in the Crisis Stabilization Units, Residential Recovery Program and SERENITY.
 - f. Hoodies or other clothing that has decorative strings
 - g. Body tattoos exposed with slogans, graphics, sayings, or offensive wording, inclusive of violent or inappropriate nature.
 - h. Neck ties (must be clip-on or elasticized.)
 - i. For safety reasons, direct care providers should have their hair tied back and secured, not left unkempt or disheveled. Male staff are to be clean shaven unless wearing a beard/moustache, which is to be neat and trimmed to prevent interference with job performance and safety.
 - j. Fingernail (natural or artificial) that are excessively long, pointy, and/or sharp.
- E. Identification cards and name badges must be worn at all times while working. ID badges must be visible to others and properly displayed at chest high level while on duty with the picture identifying the employee facing forward.
- F. GBHWC recognizes the importance of individually held religious beliefs of its staff with regards to workplace attire. It will reasonably accommodate those staff members unless the accommodation creates an undue hardship or significant safety risk. Those requesting workplace attire accommodation based on religious beliefs shall inform and notify their manager or supervisor by providing a written statement from their church.
- G. All staff are encourage to remind their coworker of the dress code and shall report staff who are not in compliance to their supervisor.
- H. Managers and supervisors are held responsible for the enforcement of this policy and should address this policy during annual performance appraisals and on an ongoing basis as needed. Disciplinary action, in accordance with the Department of Administration (DOA) Personnel Rules and Regulations (see Section 11.400 Guidelines for Disciplinary Offenses and Penalties), shall be initiated by the immediate supervisor for failure to observe precautions for personal safety, to include the use of protective equipment and appropriate attire in a behavioral health facility. Non-compliance with this policy may result in counseling or appropriate progressive discipline. Disciplinary actions are as follows:

Verbal Warning: employee to go home, change into conforming attire or properly groom and return to work					
Written Warning: employee to be directed to clock out for the day and not return to work. The employee shall be placed on unauthorized leave without pay.					
First Offense		Second Offense		Third Offense	
Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal

- I. GBHWC will not be held liable for any type of injury should an employee choose to wear open-toed footwear, high heels, jewelry, hairstyles, or any article of clothing that will compromise the employee's safety and the safety of the persons served.

DEFINITION:

Appropriateness: Pleasantly and professionally presentable to the public with proper hygiene and safety consideration.

PROCEDURE:

A. Noncompliance with dress code:

1. Employees arriving at work inappropriately dressed may be given a verbal warning and/or be directed to go home at the discretion of the supervisor as appropriate.
2. The supervisor shall discuss with the employee regarding the issue in private and should point out the specific areas to be corrected.
3. The employee must change into conforming attire or properly groom and return to work as soon as possible if directed to change.
4. A written warning shall be given to repeat offenders and be directed to clock out for the day and be placed on unauthorized leave without pay.
5. Disciplinary action, in accordance with the Department of Administration (DOA) Personnel Rules and Regulations (see Section 11.400 Guidelines for Disciplinary Offenses and Penalties), shall be initiated at the discretion of the immediate supervisor.

REFERENCE(S):

Department of Administration Personnel Rules and Regulations 11.400 Guidelines for Disciplinary Offenses and Penalties.

RELATED POLICY (IES):

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



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

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REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy Title: Dress Code and General Decorum

Policy No: AD-HR-05

Initiated by: Policy Committee

Date	Signature
8/21/2021	

Maelei Rose Sampson
Program Coordinator III- Personnel Office

Date	Signature
9/2/2021	

Barsen Adélbai
Management Analyst III - Medical Records Unit Supervisor

Date	Signature
8/31/2021	

Cydsel Victoria Toledo
Management Analyst IV – Quality Management/Regulatory Compliance

Date	Signature
9-2-2021	

Marilyn Aflague
Administrative Service Officer, Patients Affairs Business Office

Date	Signature
9/2/21	

Quenie-Mei Fisher
GBHWC Pharmacists

Date	Signature
9/7/21	

Debbie Paulino
Administrative Officer

Date	Signature
9-7-21	

Leonora Urbano MSN, RN-BC
Nursing Administrator

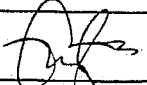
Date	Signature



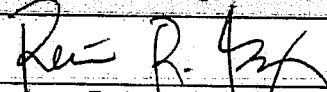
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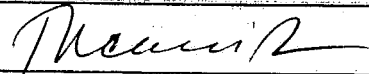
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09/13/21	 Amy Sue Santos for Tyrone Bryan
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Tyrone Bryan, MS., LMSW-E004
Child Adolescent Services Division Acting Administrator

Date	Signature
9/13/2021	

Reina Sanchez, MJA
Clinical Administrator

Date	Signature
9/17/21	

for Dr. Ariel Ismael
Medical Director

Date	Signature
9/16/21	

Carissa Pangelinan
Deputy Director