

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Dress Code	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/6/15	<b>BOARD APPROVAL DATE:</b> 1/14/15	
<b>REVIEW DATE:</b> 3/17/25	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Manager	<b>CEO APPROVAL DATE:</b> 4/3/25 Megan Rooney, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

NorthCare Network Employees shall practice good personal hygiene, select attire that is clean and in good repair, and presents a professional image. Management may make exceptions for special occasions and will work with the Human Resources Manager to determine whether attire is unprofessional on a case-by-case basis.

### **PURPOSE**

The purpose of this policy is to convey the expectations regarding employee dress within NorthCare Network.

### **DEFINITIONS**

1. ***NorthCare Network Personnel*** – refers to personnel assigned to NorthCare Network on a full- or part-time basis, students, volunteers, interns, and Board Members as applicable.

### **REFERENCES**

N/A

### **HISTORY**

NEW POLICY: 1/6/15

REVIEW DATE: 1/6/15, 11/20/15, 9/28/16, 7/14/17, 5/11/18, 2/19/19, 11/24/19, 10/27/20, 8/26/21, 7/18/23, 5/8/24, 3/17/25

REVISION DATE: 9/28/16, 5/11/18, 10/27/20, 8/26/2, 5/8/24, 3/17/25

CEO APPROVAL DATE: 1/6/15, 12/1/15, 10/4/16, 8/1/17, 6/5/18, 3/14/19, 12/3/19, 11/3/20, 8/26/21, 8/1/23, 6/11/24, 4/3/25

BOARD APPROVAL DATE: 1/14/15

### **PROCEDURES**

Employees need to adhere to the dress code of business casual. If an employee's dress attire is deemed inappropriate by the CEO and/or Supervisor, the employee will be required to use their own time to return home to change.