

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMANS SERVICES POLICY & PROCEDURE**

Department: Administration Services-Human Resource Management

Policy Number: HHS-ADM-HRM 3102


Policy Title: HHS Dress Code

Attachments: MLBO Personnel Policy and Procedure – Personal Appearance and Dress

Date: 12/91, 10/01, 7/04, 3/07, 1/16, 5/2021 **Revised Date/Revised by:** Holly Hunter/Jan Manary/Carmen Kalk, 8/2021

Approved by: 
Carmen Kalk, Executive Director of Human Services

Date: 8/26/2021

Approved by: 
Nicole Anderson, Commissioner of HHS

Date: 8-27-2021

POLICY STATEMENT: Mille Lacs Band Health and Human Services (HHS) employees will dress for work in a neat, tidy, professional and safe manner.

PURPOSE: The purpose of this policy is to present a professional appearance to the public and, at times, to ensure the safety of the employee.

PROCEDURE: Each department of HHS may have dress code requirements that apply to the staff in that department specifically. It is the responsibility of all HHS Directors to ensure this policy is appropriate for the areas of work within their department. Every employee is expected to know and understand:

- MLBO Personnel Policy and Procedures pertaining to appearance and dress.
- Specific dress code policies related to the area and department in which they work.
- ID Badge: Must be worn at all times. Must be clearly visible and unaltered.

Specific dress code requirements by HHS department:

Human Services (Includes all programs)

In addition to the Mille Lacs Band of Ojibwe Personnel Policy and Procedures regarding dress code:

- Shoes must fully cover foot – no open toe or open back shoes.
- Kitchen staff will wear slip proof cook shoes.
- Shelter staff will wear footwear that is comfortable and protective.
 - NO: heels, wedges, flip flops or open toe sandals.

Health Services

In addition to the Mille Lacs Band of Ojibwe Personnel Policy and Procedures regarding dress code:

- Nursing staff will wear scrub uniform bottoms and tops. Any blouse under the top, as long as it is neat, clean and tidy.

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- Medical staff may wear street clothes with a white lab coat.
- Pharmacy staff may wear street clothes with a lab coat, or scrub tops and bottoms.
- Lab and X-ray techs may wear street clothes with a lab coat, or scrub tops and bottoms.
- Dental staff will wear prescribed scrubs.
- Administrative staff will wear neat, tidy, professional street clothes.
- Shoes must fully cover foot – no open toe or open back shoes.

SUD (Includes: Outpatient and Halfway House)

In addition to the Mille Lacs Band of Ojibwe Personnel Policy and Procedures regarding dress code:

- Shoes must fully cover foot – no open toe or open back shoes.

SUD – Four Winds

In addition to the Mille Lacs Band of Ojibwe Personnel Policy and Procedures regarding dress code:

- Unless working on a special project or event, nursing staff will wear scrub uniform bottoms and tops. Any blouse under the top, as long as it is neat, clean and tidy.
- Unless working on a special project or event, medical staff may wear street clothes with a white lab coat.
- Shoes must fully cover foot – no open toe or open back shoes.

Public Health

In addition to the Mille Lacs Band of Ojibwe Personnel Policy and Procedures regarding dress code:

- Nursing staff will wear scrub uniform bottoms and tops. Any blouse under the top, as long as it is neat, clean and tidy.
- Shoes must fully cover foot – no open toe or open back shoes.

Facilities


In addition to the Mille Lacs Band of Ojibwe Personnel Policy and Procedures regarding dress code:

- Long pants are required for safety.
- Shoes must fully cover foot – no open toe or open back shoes.
- No double wireless or wired headphone for safety – must be able to hear noises.
- Compliance with all safety regulations revolving the type of work/environment the employees are exposed to including but not limited to; safety glasses, boots, gloves, hats, snow attire, coats, rain gear, safety vests, hardhats, masks, respirators, etc.

HHS Administration (includes: IT/Informatics, Quality and Compliance, Finance and Circle of Health)

In addition to the Mille Lacs Band of Ojibwe Personnel Policy and Procedures regarding dress code:

- Shoes must fully cover foot – no open toe or open back shoes.

Internal and/or External References	MLBO Personnel Policy and Procedures: Personal Appearance and Dress
Compliance - Posting Date	8/27/2024 
Replaces – Policy Number	
Next Review - Due Date	