



HEALTH AND HUMAN SERVICES POLICY

Department: HHS Administration

Policy Number: 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; 8/2021

Revised Date/Revised by: Holly Hunter 7/2022

Commissioner Initials: *[Signature]* **Director Initials:** *[Signature]*

Approved by: *[Signature]*

Date: 2/28/23

Carmen Kalk, Executive Director of Human Services

Approved by: *[Signature]*

Date: 3/1/2023

Jan Manary, Executive Director of Health Services

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

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.
 - This includes all PPE required for the type of work being done, per department policy or per industry standards, if no departmental policy is in place.
- ID Badge: Must be worn at all times. Must be clearly visible and unaltered.

POLICY DETAILS:

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:

- No open toe shoes.
- Jean shorts are not allowed.
- 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 shoes.

Health Services

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.
- Jean shorts are not allowed.



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- Nursing staff will wear scrub uniform bottoms and tops. Any blouse under the top, as long as it is neat, clean, and tidy.
- Medical and pharmacy staff, and lab and X-ray techs may wear street clothes with a white lab coat or scrub tops and bottoms.
- Dental health care personnel will wear prescribed scrubs or street clothes with a white lab coat.
 - Protective clothing (e.g., gowns, jackets) must be worn to prevent contamination of street clothing and to protect the skin from exposure to blood and body fluids.
 - Sleeves should be long enough to protect the forearms.

Behavioral Health (Includes: Mental Health, Outpatient SUD, 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.
- Jean shorts are not allowed.

Four Winds

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.
- Jean shorts are not allowed.
- 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.

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:

- No open toe shoes.
- Jean shorts are not allowed.

Replaces Policy #	
Compliance - Posting Date	3/1/2023
Next Review - Due Date	