DRESS CODE & UNIFORM POLICY

Date of Issue:	June 6, 2024	**Next Review Date:**	
Version:	1.1	**Last Review Date:**	
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Approval Route:			
Approved By:		**Date Approved:**	
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Amendment History

Issue	Status	Date	Reason for Change	Authorised
2	Draft	May 27, 2024	New Policy Implementation	
3	Final	5th June, 2025	Update of Policy	
4	Draft	21st April, 2026	Update of Policy	
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1.0 INTRODUCTION

1.1 This Dress code and Uniform Policy for Redeemers Health Village (RHV) outlines the proper use and management of scrubs by clinical and non-clinical staff. It ensures a consistent professional appearance and supports infection prevention and control standards.

2.0 PURPOSE

2.1 The purpose of this uniform policy is to establish clear guidelines for the appearance and dress code of employees at Redeemers Health Village (RHV). This policy ensures a professional, consistent, and hygienic appearance that aligns with our commitment to providing high-quality healthcare services.

3.0 SCOPE

3.1 This policy applies to all employees, including full-time, part-time, temporary, and contract staff, as well as volunteers and interns. It covers the standards for uniforms, dress code, personal appearance, and the process for obtaining and maintaining uniforms.

4.0 STATEMENT OF POLICY

4.1 RHV is committed to maintaining a professional and hygienic environment. This uniform policy ensures that all employees present a consistent and professional image, which is essential for fostering patient confidence and trust.

5.0 ROLES AND RESPONSIBILITIES

a. HR Department: The HR department is responsible for issuing uniforms, maintaining records of uniform distribution, and ensuring compliance with this policy.

b. Managers and Supervisors: Managers and supervisors are responsible for enforcing this dress code and uniform policy within their departments and addressing any non-compliance issues.

c. Employees: Employees are responsible for wearing the appropriate uniform, maintaining its cleanliness and condition, and adhering to the dress code requirements.

6.0 UNIFORM STANDARDS

6.1 General Requirements

a. All employees must wear the designated uniform for their role and department.

b. Uniforms must be clean, neatly pressed, and in good repair at all times.

c. Personal hygiene must be maintained to a high standard.

6.2 Specific Uniforms

a. Clinical Staff: Clinical staff, including doctors, nurses, and allied health professionals, must wear scrubs or lab coats as specified. Scrubs are color-coded based on the department.

b. Non-Clinical Staff: Non-clinical staff, including administrative and support staff, must wear business casual attire or uniforms as specified.

c. Protective Clothing: Where necessary, employees must wear additional protective clothing, such as gloves, masks, or gowns, to ensure safety and hygiene.

6.3 Usage of Scrubs

a. **Authorized Use**

- Scrubs must be worn only by clinical staff during their assigned duties within hospital premises.
- Scrubs are not to be worn outside the facility unless traveling between hospital-owned facilities or as explicitly authorized (e.g., during on-call duties).

b. **Distribution**

- All newly engaged clinical staff shall be issued three (3) pairs of scrubs upon commencement of employment at RHV. The Human Resources Department shall maintain accurate records of all uniform issuance.

c. **Appearance and Fit**

- Scrubs must be clean, well-fitting, and in good repair.
- No visible personal modifications are permitted (e.g., tailoring, logos, or patches).
- Undergarments should not be visible through scrubs.

d. **Color coding**

- Scrubs have been color-coded per department to distinguish roles.

e. **Personalization and Identification**

- Hospital-issued ID badges must be worn and visible at all times while wearing scrubs.
- Embroidery or name tags must comply with hospital branding and infection control guidelines.

f. **Laundering**

- Hospital-provided scrubs can be laundered personally

g. **Contamination Protocol**

- Scrubs visibly soiled with blood, bodily fluids, or contaminants must be changed immediately.
- Contaminated scrubs must be disposed of in designated biohazard laundry bins.

h. **Prohibited Practices**

- Wearing scrubs to/from home (unless under policy exceptions).
- Use of hospital scrubs for personal or non-clinical activities.

6.4 Dress Code

a. Footwear: Shoes must be clean, closed toe, and appropriate for the work environment. Non-slip soles are recommended for clinical areas.

b. Accessories: Minimal jewelry is allowed. Rings with stones, large earrings, and other accessories that could cause harm or contamination are prohibited.

c. Hair: Hair must be clean, neatly styled, and secured away from the face. Long hair should be tied back. Beards and mustaches should be kept minimal and neatly trimmed.

d. Nails: Nails should be kept short and clean. Nail polish and artificial nails are not permitted for clinical staff.

6.5 Issuance, Maintenance and return of Uniforms

6.5.1 Issuance

a. All new clinical staff and some non-clinical staff will be issued uniforms upon joining RHV. The HR department will maintain records of uniform issuance.

b. Additional uniforms can be requested, if necessary, subject to approval by the HR department. All additional uniforms will be at the cost of the staff member.

6.5.2 Maintenance

a. Employees are responsible for the care and maintenance of their uniforms.

b. Uniforms must be laundered regularly to maintain hygiene.

c. Any damage or wear and tear should be reported to the HR department for replacement.

d. Uniforms shall be issued to staff biennially, aligned with each employee's work anniversary date.

6.5.3 Return

a. Upon termination of employment, employees must return all issued uniforms to the HR department.

b. Failure to return uniforms may result in a deduction from the final paycheck.

7.0 LEGAL COMPLIANCE

a. Legal Compliance: This policy complies with all relevant Nigerian labour laws and regulations, ensuring fair and equitable treatment of all employees.

b. Non-Discrimination: The uniform policy is implemented in a non-discriminatory manner, ensuring equal treatment regardless of race, gender, age, religion, disability, or other protected characteristics.

8.0 ENFORCEMENT AND DISCIPLINARY ACTION

a. Monitoring: Managers and supervisors are responsible for monitoring compliance with the uniform policy within their departments.

b. Non-Compliance: Employees who fail to comply with the uniform policy will be subject to disciplinary actions, which may include verbal warnings, written warnings, or further disciplinary measures as per RHV's disciplinary procedures.

9.0 REVIEW AND COMPLIANCE:

a. Policy Review: This uniform policy will be reviewed annually and updated as necessary to ensure it remains current and effective.

b. Audits: Regular audits will be conducted to ensure compliance with this policy and to identify any areas for improvement.

10.0 GRIEVANCE AND APPEALS

10.1 Grievance Procedure: Employees who wish to file a grievance or appeal a decision related to the uniform policy may do so by following RHV's established grievance procedure. This process ensures that all concerns are addressed fairly and transparently.

11.0 DOCUMENTATION AND RECORD-KEEPING

a. Record-Keeping: All documentation related to uniform issuance, compliance, and disciplinary actions will be retained for a period of five years. Records will be stored securely and accessed only by authorized personnel.

b. By adhering to this uniform policy, RHV aims to maintain a professional and hygienic environment that enhances the quality of care provided to our patients and promotes a positive image of our organization.

12.0 REVIEW AND COMPLIANCE

a. Policy Review: This policy will be reviewed periodically and updated as necessary to ensure it remains up to date and comply with RHV values and best practices.

b. Audits: Regular audits will be conducted to ensure compliance with this policy and to identify any areas for improvement.