

**PROCEDURE STATEMENT**

All interns enrolled in the Aramark Distance Dietetic Internship will adhere to the standards of appearance as outlined in the following procedure during practice experience hours; unless a dress code for a specific function is otherwise specified.

**PURPOSE**

- To maintain the professional and personal appearance of interns
- To maintain professional dress standards as well as strict standards of cleanliness and safety and to prevent the contamination of food

**PROCEDURE**

1. Interns will follow a business casual dress code and the site specific dress code of practice sites.
2. The following guidelines have been developed to provide an overview of appropriate workplace attire. However, the dress code for each rotation site should be reviewed with preceptor to ensure compliance.
3. Name tags must be visible and worn at all times while on duty.

**ATTACHMENT: Business Casual Guidelines**

As students make the transition to being a dietetic intern, many times their clothing needs to be reevaluated to comply with the more traditional and conservative setting of a hospital. The business casual dress code followed in the hospital allows an intern to project a professional image while wearing a more casual dress. However, business casual should not be mistaken for every day, casual dress. "The Sharp Man's Guide to Business Casual" article says it best – "business casual is not dressing up a casual outfit, it's dressing down a business outfit."

Many guidelines defining business casual dress can be found online but are not always in line with the expectations of the hospital setting. The following guidelines have been developed to assist dietetic interns in putting together their business casual wardrobe in preparation for the internship. An intern should always check with their site liaison regarding the business casual dress guidelines at their assigned hospital account in order to ensure compliance to dress codes.

<b>General Appearance</b>
<p><b>General Considerations:</b> Both men and women should adhere to the following guidelines:</p> <ul style="list-style-type: none"> <li>• Hair should be a natural color – no unnatural colors allowed, e.g. pink, purple, green, etc.</li> <li>• Hair, including facial hair, must be covered with a suitable hair restraint when in production or food service areas.</li> <li>• Nails must be kept short and clean. Nail polish may not be worn when working in the production or foodservice areas. Disposable gloves must be worn if wearing artificial or wrapped nails.</li> <li>• Perfume, cologne, and scented lotions should be avoided in the healthcare environment. Clothes should be free of any odors.</li> <li>• All clothing should be clean, well pressed, and not show any wear.</li> </ul>

<b>Pants</b>	
<p><b>General Considerations:</b> Neutral colors – black, gray, navy, brown, beige, and white – are always acceptable pant colors. If choosing to wear colored pants, make sure they are appropriately muted.</p>	
<b>Women</b>	<b>Men</b>
<ul style="list-style-type: none"> <li>• Wide-legged trousers, straight leg, boot cut, or ankle length pants are all considered acceptable options.</li> </ul>	<ul style="list-style-type: none"> <li>• Dress pants or chinos are considered acceptable options.</li> </ul>
<p><b>Avoid</b> the following items: jeans, denim, low-rise pants, Capri pants, sweatpants, yoga pants, overalls, leggings, jeggings, leather pants, and tight-fitting pants.</p>	

<b>Skirts / Dresses</b>
<b>Women</b>
<ul style="list-style-type: none"> <li>• Pencil, A-line, and pleated skirts are all acceptable options.</li> <li>• The length of a dress or skirt should end right above the knee or anywhere below the knee</li> <li>• Slits in a dress or skirt should be modest and appropriate when sitting. In general, slits should be less than 3" in length</li> <li>• Tacking stitches should be removed from any slits found on dresses or skirts prior to wearing.</li> </ul>
<p><b>Avoid</b> the following items: leather skirts; short dresses or miniskirts; sleeveless, skinny straps, halter tops, razorback, or strapless dresses; and dresses with plunging necklines.</p>

<b>Shirts / Blouses</b>	
<b>Women</b>	<b>Men</b>
<ul style="list-style-type: none"> <li>• Tailored shirts, blouses, knit sweaters, and sweater sets are appropriate business casual choices.</li> <li>• Cotton, silk, and blends are appropriate fabrics.</li> <li>• Long, <math>\frac{3}{4}</math> length, short, or cap sleeves are all acceptable.</li> <li>• A collared style, modest V-neck, round or scoop, boat, and square neck are all considered acceptable necklines.</li> </ul>	<ul style="list-style-type: none"> <li>• Long-sleeved shirts are considered dressier than short-sleeved and considered acceptable during all seasons.</li> <li>• Pressed, long-sleeve, button down shirts in white, solid colors or with conservative stripes are always a safe bet.</li> <li>• Polo shirts, tucked in, are generally acceptable in more casual situations.</li> <li>• Ties are acceptable but generally not necessary for business casual dress. Conservative colors and prints should be chosen if ties are worn.</li> </ul>
<p><b>Avoid</b> the following: tops with plunging necklines; crop tops, halters, razorback, spaghetti straps, sleeveless, and strapless shirts; neon, sequins, shimmery, or see-through fabrics; and shirts with graphics on them.</p>	
<b>Shoes</b>	
<p><b>General Considerations:</b> Comfortable, <b>non-skid</b> shoes should be worn in all rotations. Shoes should be clean, polished regularly, and kept in good repair throughout the internship.</p>	
<b>Women</b>	<b>Men</b>
<ul style="list-style-type: none"> <li>• Shoes should be close-toed with no heel.</li> <li>• Stockings, pantyhose, or tights are not typically required but interns should check with their site liaison at the hospital.</li> </ul>	<ul style="list-style-type: none"> <li>• Leather shoes should be worn.</li> <li>• Dress socks (mid-calf length) should be worn so no skin is visible when sitting down.</li> </ul>
<p><b>Avoid</b> the following: open-heeled shoes, open-toed shoes, clogs, sandals or flip flops, high heels or high platform shoes, cloth shoes, athletic shoes, hiking boots, and fishnet hose.</p>	
<b>Jewelry, Piercings, and Tattoos</b>	
<p><b>General Considerations:</b> Both men and women should adhere to the following guidelines regarding jewelry, piercings, and tattoos:</p> <ul style="list-style-type: none"> <li>• Pierced jewelry allowed only in ears. Conservative earrings, such as single studs or single metal hoops smaller than a dime, are considered acceptable.</li> <li>• Nose piercings are not allowed. Intern will need to talk with their site liaison about acceptable options, e.g. removal, flesh tone nose studs, flesh colored or clear retainer, etc. if a nose ring is present.</li> <li>• Only wedding bands and conservative earrings are allowed in the production and service areas.</li> <li>• Visible tattoos must be covered</li> </ul>	

\*Stylishlyme blog. What is Business Casual for Women? Outfit Tips, Advice, and Ideas. <https://stylishlyme.com/what-to-wear/business-casual-attire-for-women/>. Accessed May 18, 2018.

\*Restart Your Style blog. The Sharp Man's Guide to Business Casual. <https://restartyourstyle.com/3786/business-casual-for-men/>. Accessed May 18, 2018.