



Dress Code

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Foreword

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All personnel members, students, medical residents, members of the Council of doctors, dentists and pharmacists, volunteers, all persons exercising their profession in a center managed by Douglas and Research Centre employees as well as Foundation Office employees must abide by this policy.

Definitions

All Douglas employees must present themselves to work dressed according to this policy. The dresswear must reflect professionalism. Creating a relationship built on confidence between the Douglas and its patients notably lies on the opinion they have of the employees. This opinion is in part based on appearance and professional conduct. Employees who have uniforms, shoes and other accessories furnished by the Douglas, must wear them when they are at work.

Statement

Objective of the policy

- Ensure a professional appearance, reflective of the Douglas, University Institute in Mental Health.
- Express an attitude of respect towards the patients and colleagues.
- Prevent work related accidents and patient related incidents.
- Promote establishing and maintaining a therapeutic and collaborative relationship.
- Limit the transmission of infections.

1. Clothing

Personnel are invited to adopt a suitable and neat clothing style, respectful of the patients, partners and colleagues. Here are some clothing articles that are **prohibited** at the Douglas:

- Dirty or damaged clothing;
- Sports clothing such as « Adidas » or other clothing that could identify you to a group;
- Short pants (shorts);
- Sundresses;
- Low-cut blouses (tops), held by strings (spaghetti straps);
- Camisoles and tops that expose the abdomen;
- Transparent blouses (tops);
- Skin-tight pants;
- Low waist pants (tolerated if abdomen is covered);

N.B. 1) During the summer season, wearing knee length Bermuda shorts can be tolerated.

N.B. 2) This list is not exhaustive.

2. Bedding

Wearing bedding (blankets, sheets, etc.), as a shawl or veil is strictly prohibited at the Douglas. The employee must anticipate wearing an undergarment if he fears the ambient temperature is not suitable for him.

3. Employee identification card

The employee identification card must be worn at all times.

4. Shoes

Because of emergencies likely to arise and the work to be carried out, it is recommended to wear shoes that allow a person to move rapidly without risk of accident.

5. Bracelet watches, Alert-Medic bracelet and glasses

The employee is responsible at all times for the loss, theft or damage of his jewellery, with the exception of damage to: **bracelet watch, Alert-Medic bracelet and corrective glasses**. Only these three articles can be reimbursed (replaced or repaired, depending), solely if they have been broken by a patient. The prices must be reasonable. The employee will be refused a request for reimbursement if, for example, he breaks his watch or his glasses outside his normal working hours, including mealtime.

6. General attire

- The dresswear must allow non-restrictive movement.
- If worn, the uniform must be limited to working hours: it's a question of hygiene and professional image.
- Clothing must under no circumstances favour the risk of an accident.

7. For personnel providing direct patient care

- **Shoes** must be closed, with non-skid soles to help prevent a sore back and accidents. The toes must be covered so as to be protected from possible splashes of biological liquid or heavy falling objects.
 - **Jewellery** of all shapes that could injure the patient when providing care, that could injure the employee or any other person during an emergency situation, is to be avoided. Necklaces and scarves around the neck are prohibited.
 - Wearing **neckties** is not tolerated.
 - Wearing **face body piercing jewellery** is also prohibited as it could cause serious injuries during interventions, in addition to contributing to a 24.4% decrease in the patient's perception of competence. It can also increase patient discomfort by 21.9% (percentage issued by the Order of Nurses of Quebec, 2006).
 - **Nails** must be short, clean and without polish.
 - Glittering particles from certain **makeup** products risk coming off the skin. Their adhesion to the skin as well as their small size is problematic in a health environment, particularly when treating wounds.
 - **Perfume** can cause nausea and even vomiting for certain patients. It is therefore highly recommended not to wear any.
 - **Hats, caps** and all other **headgears** are prohibited. Exceptions will be treated individually, depending on the situation, while prioritizing the prevention of infections as well as patients and employees security.
- * It is important to note that points 1 through 6 above also apply to personnel providing direct patient

care.