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| Institute for Medical Research, Inc. | Policy on Personal Appearance | No. 605 | |
| | | Effective Date 4/14/09 | |
| | | Revision Date | |
| | | Final Approval | Approved by IMR Board of Directors: 4/14/09 |

Purpose

To establish IMR's policy on personal appearance.

Scope

IMR Employees and Investigators

Policy

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image IMR presents to customers and visitors.

During business hours or when representing IMR, employees are to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted business standards. This is particularly true if the employee's position involves dealing with customers or visitors in person.

Supervisors or department heads are responsible for establishing a reasonable dress code appropriate to position, within established medical center guidelines. If the employee's supervisor believes the employee's personal appearance is inappropriate, he/she may be asked to leave the workplace until he/she is properly dressed or groomed. Under such circumstances, the employee may not be compensated for the time away from work. Supervisors should be consulted if an employee has questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made for a person with a disability.