

DRESS CODE POLICY

1. PURPOSE

In order to maintain a safe, healthy, clean and functional work environment, [COMPANY NAME] requires that employees wear clean and appropriate clothing for the job. Our dress code policy provides guidelines and some restrictions on acceptable attire in the workplace.

2. SCOPE

This policy applies to all employees who work from our offices or in public and who may come into contact with customers, colleagues, visitors or members of the public in the course of their duties. This includes off-site and off-site activities and activities outside normal working hours.

3. POLICY

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and have an impact on the company's image. Indeed, [COMPANY NAME] want employees who represent the organization or who work on the company's premises to have a professional look and to wear appropriate clothing for a workplace.

During business hours or when representing [COMPANY NAME], you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

3.1 Acceptable clothing

- Dress shirts and pants, sports jackets, blazers
- Any shirts, pants, skirts or shorts that are not excessively tight or revealing
- Clean shoes, including sneakers, boat shoes, sandals, or boots

3.2 Inacceptable clothing

- Jeans, Bermuda, T-shirt and shorts do not present appropriate professional attire.
- Any excessively revealing clothing
- Clothing, which is not appropriate to body size, i.e., extreme "baggy" or "tight"

Sample Dress Code Policy Manual

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Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA

The Complete Human Resources Writing Guide Diane Arthur, 1997 Here s the first writing manual designed especially for HR professionals It combines clear complete how to do it guidelines on writing with more than 100 actual samples of HR documents Medical Office Administration - E-Book Brenda A. Potter, 2017-08-01 Using a clear hands on approach to learning front office skills Medical Office Administration 4th Edition prepares you for a successful career as an administrative medical office assistant Performing procedures with SimChart for the Medical Office SCMO you ll practice day to day tasks as if you were in an actual office setting This new edition adds updated content to support use of the electronic health record new Affordable Care Act information insurance billing coding content and SCMO activities woven throughout the text Covering administrative tasks from appointment scheduling to medical billing this work text helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you ll encounter on the job Access to SimChart for the Medical Office sold separately A conversational writing style makes it easier for you to read and understand the material Stopping points provide you with thought provoking questions or activities to break up the narrative in manageable segments HIPAA Hints ensure that you comply with HIPAA mandates Real world examples apply important concepts to the medical office setting Interactive electronic procedure checklists spell out the individual steps required to complete a full range of administrative procedures and are based on CAAHEP competencies NEW SimChart for the Medical Office SCMO throughout text allows you to practice common administrative tasks with real world office management software NEW Coverage of the Affordable Care Act and ICD 10 prepares you for what you ll encounter on the job NEW Medical Assisting mapping tables tie into CAAHEP and ABHES competencies NEW High quality illustrations and updated screenshots helps reinforce content

Public Relations Writing Student Workbook Donald Treadwell, Jill B. Treadwell, 2005 Treadwell Treadwell s Student Workbook gives students the opportunity to put their learning into practice The workbook introduces four fictional clients two of them new for which students may work as they complete assignments These clients include both commercial and non profit organizations A new Research section bridges the gap between clients and the real world of the student s college city or region so that clients can be localized to the student s area This will also be useful for faculty who choose to assign actual or other fictional clients

Implementing Best Practices in Human Resources Management Hugh Secord, 2003 Model Policies and Procedures for Not-for-Profit Organizations Edward J. McMillan, 2004-03-29 The completely revised and

expanded third edition of Model Accounting and Financial Policies Procedures Handbook will help nonprofit executives strengthen their organization's financial procedures while assuring board members that they are meeting fiduciary responsibilities. This process is streamlined by the more than 150 sample policies and forms included both in this book and on the accompanying web site offering downloadable and customizable versions of those forms. Major topics include internal financial statement forms, a chart of accounts and accounting and financial policies and procedures manual, a glossary and a full index.

Personnel Policy Handbook William S. Hubbartt, 1993. Here's a guide for all managers charged with creating and updating their company's human resource policy manuals. This definitive handbook not only covers all areas of employee relations, it also tackles the full range of critical contemporary HR issues such as AIDS, substance abuse, and chemical safety. Managers can take advantage of how-to instructions to organize and write a manual, time-saving checklists and worksheets, and invaluable tips on how to write personnel policies that lead to clear understanding and interpretation. Alerting the reader to legal pitfalls, the handbook covers employment policies, leaves of absence, pay discipline, and discharge benefits, union relations, and more. Plus its 100 helpful illustrations include sample forms, flow charts, and a complete sample policy manual.

The Locksley Nightclub, Bar, and Restaurant Security Handbook Robert A. McManus, Sean M. O'Toole, 1995. The Nightclub Bar and Restaurant Security Handbook is the most comprehensive publication of its kind. This book is a must for anyone who owns or operates a nightclub, bar, restaurant, hotel, casino, or any venue where alcohol is served.

Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006. This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures. The book, an updated and expanded version of the previous fourth edition, is divided into seventeen sections covering such topics as law office organization, management, and administration; support personnel; office policies; personnel policies and benefits; office security and emergency procedures; financial management; file systems; technology; and communications systems. The book contains numerous sample forms and documents as well as extensive bibliographies. A CD containing the entire text of the manual is included, allowing customization of the manual for particular user needs.

Medical Assistant Exam Strategies, Practice & Review with Practice Test Kaplan, 2015-12-08. Everything you need to pass the CMA and RMA exams. Medical Assistant Exam Strategies, Practice Review with Practice Test provides targeted review and practice for the Certified Medical Assistant and Registered Medical Assistant exams as well as a guide to the certification process.

FEATURES: Diagnostic test to target areas for score improvement; Review of all tested subjects for the CMA and RMA exams; End of chapter quizzes; Full length practice test with 300 questions; Detailed answer explanations; Up to date information on exam content structure and registration; Analysis comparing contrasting ICD 9 and ICD 10; Current guidelines for Electronic Health Records; Career development resources for medical assistants; Guidance on building and maintaining professional credentials.

Kinn's The Administrative Medical Assistant - E-Book Alexandra Patricia Adams, 2013-10-21. The most comprehensive front office

medical assisting resource available Kinn's The Administrative Medical Assistant 7th Edition provides unparalleled coverage of the practical real world administrative skills essential to your success in the health care office This thoroughly updated fully modernized edition combines current reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today's competitive job market Apply what you learn to realistic administrative situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter Study more effectively with detailed Learning Objectives Vocabulary terms and definitions and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide Procedure Checklist Manual Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text Master key skills through step by step instructions and full color illustrations that clarify procedures Sharpen your analytical skills and test your understanding of important concepts with critical thinking exercises Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes Demonstrate your proficiency to potential employers with an interactive portfolio builder on the companion Evolve Resources website Familiarize yourself with the latest administrative office trends and issues including the Electronic Health Record Confidently prepare for the CMA and RMA certification exams with a new online appendix that mirrors the exam outlines and provides fast efficient access to related content Find information quickly and easily with newly reorganized chapter content and charting examples Reinforce your understanding through medical terminology audio pronunciations Medisoft practice management software exercises chapter quizzes review activities and more on the completely revised companion Evolve Resources website

Kinn's The Medical Assistant - E-Book Deborah B. Proctor, Alexandra Patricia Adams, 2014-03-27 The most comprehensive medical assisting resource available Kinn's The Medical Assistant 11th Edition provides unparalleled coverage of the practical real world administrative and clinical skills essential to your success in health care Kinn's 11th Edition combines current reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today's competitive job market Study more effectively with detailed Learning Objectives Vocabulary terms and definitions and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide Procedure Checklist Manual Apply what you learn to realistic administrative and clinical situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter Master key skills and clinical procedures through step by step instructions and full color illustrations that clarify techniques Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text Sharpen your analytical skills and test your understanding of key concepts with critical thinking exercises Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes Demonstrate your proficiency to potential

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Dreeben-Irimia's Introduction to Physical Therapy Practice for Physical Therapist Assistants Christina M.

Barrett,2019-11-12 Dreeben Irimia s Introduction to Physical Therapy Practice for Physical Therapist Assistants Fourth Edition introduces students to the role of the physical therapist assistant in physical therapy care *Business and Legal Essentials for Nurse Practitioners* Sally J. Reel,Ivo Luc Abraham,2007-01-01 Business and Legal Essentials for Nurse Practitioners fosters a relationship between health business and law The book addresses issues from negotiating an employment contract to establishing an independently owned nurse practitioner practice Each section in increments provides greater detail from a legal standpoint and describes what resources and options are available to the nurse practitioner upon graduation and beyond Written for the student graduate and practicing nurse practitioner Business and Legal Essentials outlines the necessary steps to eventual practice ownership KEY FEATURES Provides an overview of advanced practice including the scope of NP practice and prescriptive authority Covers details involved in owning a practice including advantages and disadvantages identifying various practice needs and the legal issues of reimbursement and credentialing Explains business plans in detail including important information regarding insurance administration support physical space and technology needs Provides a range of information on alternate types of nurse practitioner businesses Describes HIPPA and its effect on the nurse practitioner practice Includes effective marketing strategies needed to promote a new or existing practice dadirect com

Saunders Medical Assisting Exam Review Deborah E. Barbier Holmes,2013-09-10 A comprehensive guide to prepare certification candidates to successfully pass either the AAMA sponsored CMA exam or the AMT sponsored RMA Each pre and post test is 300 questions the same number as the AAMA national certification exam and are formatted in a the same way with the same question type A practice CD ROM contains 800 additional questions in the same format found in the actual DMA and RMA certification exams Be a Great Boss Catherine Hakala-Ausperk,2011-01-07 To help library

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Stabler-Haas,2013-06-28 Print CourseSmart **The Handbook for School Safety and Security** Lawrence J.

Fennelly,Marianna Perry,2014-08-19 School security is one of the most pressing public concerns today Yet in most schools

there is little security expertise or detailed knowledge about how to implement and manage a security program The Handbook for School Safety and Security rectifies this problem by providing the salient information school administrators and security professionals need to address the most important security issues schools face Made up of contributions from leading experts in school security The Handbook for School Safety and Security provides a wealth of practical information for securing any K 12 school It discusses key approaches and best practices for school crime prevention including such topics as crisis management and mass notification It also covers the physical measure needed for protecting a school including detailed discussions of access control lighting alarms and locks While there is no single fix for the myriad of security challenges facing today's school security professionals the best practices found in The Handbook for School Safety and Security will help increase the safety and security of any school Brings together the collective experience of industry leading subject matter specialists into one resource Covers all the key areas needed for developing and implementing a school security program Includes a list of 100 things to know when developing a school security program

Dental Office

Administration Geraldine S Irlbacher, Guy S. Girtel, 2020-03-18 Dental Office Administration is a comprehensive resource that details the responsibilities of the dental office professional providing practical communication techniques and tips for problem solving It also provides the necessary clinical background information every dental office professional needs for a successful practice Hands on activities within the text require students to practice common tasks such as dental charting writing a memo or conducting a mock telephone call with another student A free bonus DVD ROM for Windows includes practice management software called DENTRIXG4 practice management to give students real world experience managing patient data and filing electronic claims A companion Website includes the full text and a quiz bank

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