

SCHOOL OF DENTISTRY DRESS CODE

As an employee of the School of Dentistry, your dress attire is expected to be appropriate for a professional work environment and your work assignments. Generally, the dress code for School administrative staff is Business Casual Monday through Friday. Administrative staff working in the School's clinics may be required to wear scrubs depending on the Section's or unit's operational needs.

Business and Business Casual attire include business suits, jackets, blazers, ties, button down shirts, polo shirts, dress shirts, slacks, Dockers, dresses or skirts of a reasonable length (no mini-skirts), pants and slacks of a non-denim material and a reasonable length, pantsuits, blouses (including sleeveless blouses), sweaters, turtlenecks, and other similar professional workplace attire.

Sections and units may also allow Casual Fridays for their employees. Even on casual days, flip-flops thongs, tank tops, athletic wear, and sweats are not permitted. Please use good judgement on Casual Days and consult with your supervisor if you have any questions about appropriate casual attire.

To comply with this policy, please adhere to the following guidelines:

- Clothing must be clean, neat, free from excessive wrinkles, properly fitting, and well-maintained. Clothing with inappropriate graphics or slogans are not acceptable.
- ID Badges must be worn at all times.
- Staff must maintain good personal hygiene.
- Hair and fingernails must be clean.
- Jewelry must not interfere with safety or performing patient care functions.
- Cosmetics, hair color and style, and jewelry should be appropriate for a professional environment.
- Overly-tight clothing or clothing that displays any portion of the midriff or excessive cleavage is unacceptable. Shorts, miniskirts, strapless tops, tops with spaghetti straps and tank tops are not acceptable.
- Workout or athletic attire (e.g., sweat/warm-up suits, sweat pants, leggings, sweatshirts, etc.) are not acceptable.

- Shoes must be safe, clean, well-maintained, and appropriate for work to be performed. Flip-flops, slippers, and thongs are not allowed at any time. Athletic shoes may be worn only by clinical staff, and only if clean and in good repair.
- Scrubs, lab coats, or other clinical apparel may be worn only by employees with direct patient interaction in the clinic setting (clinical or hospital assistant duties, or check-in/scheduling in the clinic), and only when performing such duties in the clinic setting.
Clinical Staff
 - a. Staff are not permitted to wear White Coats (as worn by faculty and other dental providers).
 - b. Scrub attire cannot be embossed with any other logo/seal except the approved UCLA School of Dentistry logo/seal.
- Facial hair should be trimmed and well-kept.
- Fragrances must be used sparingly, if at all.
- Hats, caps, headscarves, etc., other than surgical types for specific clinical staff, are not to be worn. Exceptions for religious practice or medical conditions may be made.

Additional violations may result in corrective action up to and including dismissal. Exceptions to the above policy and guidelines may be made on a case-by-case basis.