



Department of Veterans Affairs
Consolidated Mail Outpatient Pharmacy (CMOP)
Lancaster, Texas 75134

Station 763 - 033
December 22, 2014

CONSOLIDATED MAIL OUTPATIENT PHARMACY POLICY MEMORANDUM

SUBJECT: PERSONAL APPEARANCE AND DRESS CODE

- 1. PURPOSE:** To set forth a CMOP Dallas policy outlining appropriate and prohibited manner of dress leading to an overall safe, professional workplace.
- 2. POLICY:** Proper dress, personal grooming and hygiene are critical to promoting a safe workplace and to reinforcing and promoting Department of Veteran's Affairs professionalism. Employees are expected to wear articles of clothing suitable to the job they perform and the environment in which they work. Articles of clothing should be neat, clean, in good taste, and not constitute a safety hazard.
- 3. RESPONSIBILITY:** The Director, CMOP will assure that all supervisors and employees under their supervision adhere to the provisions of this policy in regard to Personal Appearance and Dress Code.
- 4. PROCEDURES:**
 - A. Staff is to arrive at work with clean, comfortable, and acceptable dress and appropriate grooming, and hygiene standards.
 - B. **Unacceptable/Inappropriate** working attire includes, but not limited to:
 1. Shorts, dresses, or skirts are to be **no** more than 2" above the knee
 2. Tank tops, spaghetti straps, sleeveless shirts in which armpits are exposed or midriff top.
 3. Necklaces, which when pulled straight out from the neck, exceed 8".
 4. Excessively baggy or flowing clothing which could become caught in production equipment or conveyor systems.
 5. **No** over coats in the production area, a light jacket is permitted assuming it doesn't violate other provisions of this policy.

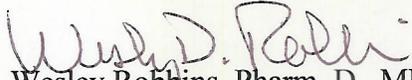
6. No open toed shoes or sandals will be worn in the production area.
 7. No clothing that is unclean or contains inappropriate and/or offensive slogans.
 8. Articles of clothing considered too revealing.
 9. No purses or handbags in the production area. You may place your handbags in your locker. You are allowed to carry a clear plastic quart size bag (6x9) or any clear item as long as it meets the size requirements. The bag should only contain items such as cough drops, Kleenex, mints, pencil/pen, earplugs, box cutter, lotion, radio/CD player/MP3, 2-3 CDs , and any written policy or procedures needed to perform your job duties. All other items should be kept in your locker.
- C. **Lanyards** – Lanyards used to display approved name tags and government issued ID's will contain a breakaway device so that if caught in production machinery, will automatically release before physical harm is done to employees. While on CMOP premises, employees must display issued nametags or Identification badges at all times.
- D. **Grooming** – Hair which naturally extends past the collar shall be worn in a bun, placed in a hair net, or otherwise affixed in such way so as not to become an entanglement hazard in production machinery.
- E. Administrative and Professional Services Employees (Management) should maintain a neat and professional appearance that can include “casual business” attire. When in contact with customers or conducting company business off site employees should wear proper business attire that is suitable to that environment.
- F. Personal Protective Equipment (PPE) will be worn in areas where required.
- G. The below chart list general PPE requirements with regard to clothing. For specific, in-depth CMOP PPE requirements, refer to CMOP policy XX.

PPE	Area Required	Personnel Required
Bonnets-Gloves-Coats-Shoe Covers	Prepack – during run or prepping Manual	All personnel
Bonnets - Gloves	Replenishment -IPD	All Personnel
	Prepack/IPD -Preparers of open drug product	
Vinyl or Nitrile Gloves	All Stations	All Pharmacist
Kevlar or cut resistant gloves	Everywhere	All Personnel

5. REFERENCE:

6. RESCISSION: CMOP Policy Memorandum -033 Personal Appearances and Dress Code, April 2014

7. REISSUE DATE: December 2017



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Distribution: All CMOP staff