
Donor Care Attire Guidelines

Introduction

Employees deliver on our brand promise every day, helping to transform the lives of donors, patients, transfusion professionals and colleagues who depend on us. To deliver on this promise, employees in donor facing collection roles will follow these guidelines and Personal Appearance and Dress Guidelines (HRG0130). Center leaders reserve the right to make the final determination about appropriate professional appearance. Questions about this guideline should be directed to your leader or Human Resources for guidance.

Leaders may advise an employee at any time that his/her grooming, attire or appearance does not comply with the guidelines. After having been advised, the individual will be expected to comply with the requested change. Employees requesting a reasonable accommodation should speak directly with their leader or Human Resources.

Safety Considerations

Please refer to the Safety Manual and department specific guidelines for additional details regarding Personal Protective Equipment (PPE).

Donor Care Attire

Our community and fellow employees expect us to present the appearance of a healthcare professional while working at any company facility or work site, or while representing the organization at other locations throughout the communities we serve. Accordingly, staff will meet the following expectations for their appearance and attire:

- All attire must be clean, neat, wrinkle-free, and well maintained
- Shoes must be clean, in good repair and closed-toe
- No long, dangling jewelry that may interfere with work
- Hair longer than shoulder length must be securely pulled back
- Nails must not interfere with job performance
- Employees task trained in Therapeutic Apheresis or Dendreon collections are prohibited from wearing artificial nails (i.e. nail tips or whole nail overlay)

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Donor Care Attire (continued)

The Donor Care attire will include:

- Solid color scrub top and/or jacket and scrub pants in the following colors: Black, Vitalant Purple, Peaceful Purple, and Grounded Gray
- Pants must be the same color as the top or black
- Any scrub *style* is acceptable
- Short or long-sleeved shirts may be worn under scrub tops
- The following items are acceptable: White lab coat, solid colored *or* organization-branded sweaters, fleece or non-hooded sweatshirts that are the same color as the scrubs

Holidays & Free Scrub Fridays

Certain holidays have been identified to invite employees to wear holiday-themed scrubs. In addition, Fridays are designated as free scrub days (e.g. any color/pattern). Holiday and free scrub Friday participation is optional.

- Leaders have the discretion to designate specific attire on a specific day (i.e. if business needs merit a more professional appearance such as on a media drive).
- Holiday and free scrub Friday attire should not interfere with job performance, and must maintain an image of professionalism.
- Accessories appropriate to the holiday are acceptable, provided they do not interfere with job performance.

Occasion	Dates Acceptable
Valentine's Day	February 14
St. Patrick's Day	March 17
First Day of Spring	March 20
Memorial Day	Memorial Day
Independence Day	July 4
Labor Day	Labor Day
Halloween	October 31
Veterans Day	November 11
Thanksgiving	Week leading up to Thanksgiving
Holiday Season	December 15 – January 1
Your Birthday	On your actual birthday
Free Scrub Day	Every Friday

**Scrub
Subsidies**

Scrub subsidies are only available via the approved vendor to employees who are expected to observe this guideline.

Full-time Staff	Part-time Staff
\$100 new hires \$50 annually thereafter	\$50 new hires \$25 annually thereafter

NOTE: For employees whose employment is subject to a collective bargaining agreement, the terms of the applicable collective bargaining agreement shall control where there is a conflict between a specific policy and/or guideline and the terms of the applicable collective bargaining agreement.

Vendor Portal

The vendor portal's address is: Store.ameripride.com/vitalant.

Implementation

Although all donor-facing staff are encouraged to begin transitioning to these new guidelines immediately, the guidelines will implement on April 1, 2019.