



## **UBC Pharmacists Clinic – Business Casual Dress Policy**

A business casual dress policy is in effect at the Clinic. This policy enables our team members and students to dress comfortably at work while projecting an appropriate professional image. This policy is in effect during usual business hours.

### **Guiding Principles of this Policy**

This policy is based on the following guiding principles:

- We are a model site for patient care best practices.
- We portray the values of respect, relationships and trust at work.
- We ensure our patients feel safe and supported in their interactions with us.
- We demonstrate to students how to dress for jobs after graduation.

Good judgment is ultimately the best guide to appropriate work attire; however, this policy includes details that may be helpful for people when choosing their attire while at the UBC Pharmacists Clinic.

### **Business Casual Defined**

The term business casual typically refers to slacks or khakis, dress shirt or blouse, open-collar or polo/golf shirt, occasional neck tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.

Casual clothing that is not business casual attire includes: clothing for the beach, yard work, dance clubs, exercise sessions and sports contests, and clothing that reveals your underwear or too much skin, including your cleavage, back, chest, feet or, stomach.

### **Slacks, Pants, and Suit Pants**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, dressy capris, and nice looking dress pants or dress shorts (for women and just above the knee) are considered business casual attire.

In general denim is not considered business or business casual attire, although some jeans that are well cared for can be worn on designated casual days. Leggings for women can be considered business casual when worn under a dress or longer shirt with a high top boot or dress shoe.

Where **PATIENTS** meet **EXPERT CARE.**

Slacks or pants that are not business attire include sweatpants, exercise pants, short shorts, bib overalls, and any spandex or other form-fitting pants.

### Skirts, Dresses, and Skirted Suits

Dresses and skirts of reasonable coverage and length can generally be considered business casual. Skirts that are split at or below the knee or with a hemline no higher than 4 inches or 10cm above the knee are suitable as they enable the wearer to sit comfortably in public.

Short, tight skirts that ride up the thigh are not suitable business casual attire. Sundresses, and spaghetti-strap dresses are only suitable when covered by a jacket or sweater at all times.

### Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops (long sleeve or partial sleeve), golf-type shirts, and turtlenecks are considered business casual attire for work. Suit jackets or sport jackets are also in this category.

Attire that is not business casual includes tank tops, midriff tops, shirts with potentially offensive words (terms, logos, pictures or cartoons), halter-tops, tops with bare shoulders, sweatshirts and t-shirts (unless worn under another blouse, shirt, jacket, or dress).

### Shoes and Footwear

Business casual footwear projects a professional image and minimizes the risk of slips, trips, falls and injury to the wearer. Dress shoes, or conservative non-slip athletic or walking shoes, loafers, boots, flats, dress heels, and leather deck-type shoes that are well kept are generally considered suitable business casual attire.

Flashy athletic shoes, thongs, flip-flops, slippers, and strappy sandals are not business casual.

### Hats and Head Covering

Hats of any kind are not generally considered as business casual attire. Head covers that are required for religious purposes or worn to honor cultural tradition are the exceptions.

### Personal hygiene and grooming

Good personal hygiene and grooming are an essential part of business casual dress. Examples include clean and tidy hair, neatly trimmed facial hair and pressed, wrinkle-free clothing. Torn, dirty, or frayed clothing is not business casual attire.

### Jewelry, Makeup, Perfume, and Cologne

Business casual attire includes jewelry and makeup that is understated and in good taste, with limited visibility of body piercings and tattoos. Jewelry can be removed or tattoos covered with a bandage or clothing if they pose a risk to safety, infection control or professional image.

The Clinic is a scent and fragrance free environment, which means perfumes or colognes are not worn to work/placement at the Clinic.

### Nametags and Lab Coats

Clinic team members, students and learners all wear a nametag while on duty either in the patient care area of the Clinic or on behalf of the Clinic at an off-site location.

Clinic team members do not wear lab coats while on duty either at the Clinic or on behalf of the Clinic at an off-site location, unless special circumstances arise. Students do not routinely wear lab coats at the Clinic. Students may be asked by their preceptor to have their lab coats available (clean and pressed) and on hand at the Clinic for special circumstances. When used, a lab coat is worn in addition to suitable business casual attire and not instead of suitable attire under the lab coat.