Batterjee Medical College

Medical Education
and Lifestyle



Dress Code Policy

Human Recourses Department

BMC
كليات البترجي الطبية
BATTERJEE MEDICAL COLLEGES
SCIENCE AND TECHNOLOGY

Accreditations

BMC.edu.sa

Introduction:

Overview:

This dress code policy is designed to reinforce the concept that using socially acceptable manners, including selecting appropriate attire, is an essential factor in a positive educational process, contributing to optimum morale, embellishing the overall campus image, and improving one's quality of life.

Purpose:

The purpose of this policy is to set guidelines for faculty and staff on how to dress in a smart, professional way at all times while performing their jobs and/or when representing BMC to project a positive, favorable image of the college and reflect the college's learning culture. The policy further aims to limit the possible negative impacts on BMC's image and safety standards and how it is perceived by students, parents, stakeholders, and the public as a result of violating this policy and its guidelines. It further seeks to accommodate, where possible, exceptions based on disability, religious, ethnic, or health reasons.

1. Scope:

This policy applies to all Colleges, Divisions, Academic Programs, and Departments of BMC. It is applicable to all full-time and part-time faculty and staff, including casual/flexible staff. In order for the policy and procedure to be effective, it is essential that all BMC employees are aware of this document and follow it.

This policy does not apply to students.

2. Definitions:

2.1. **Dress-Code**: a set of rules and guidelines on the type of clothing accessories to be worn by employees.

2.2. **Grooming**: an act of personal hygiene that an employee does to maintain a clean and neat appearance.

2.3. **Business Professional Attire**: clothes that are suitable to wear in workplace like (business suits/ties / Saudi formal Thobe, Button-down shirts, professional tops or blouses) for males and (Formal Abaya, Hijab, closed-toed shoes) for females.

2.4. **Business Casual Attire**: Khaki pants, neatly pressed, and a pressed long-sleeved, buttoned solid shirt, polo shirts, sports coats, sweaters, and informal blouses.

2.5. **Clinical Attire:** white coat, smocks, scrubs.

2.6. **Uniform**: clothing of a specific colour and design that is designated by a department so employees can be easily identified.

2.7. **SGH:** Saudi German Hospital.

2.8. **HOPs/HODs:** Head of Program/ Head of Department.



3. Policy Statements:

3.1. Faculty and staff shall dress according to accepted standards of modesty, dignity, and good taste. Clothes must be clean, neat, professional, appropriate, safe, and not extreme in design or fashion.

3.2. Faculty and staff should dress appropriately for the type of work being performed and appropriate to the level of responsibility.

3.3. Deans, Vice-Deans, and Program heads may, at their discretion, request that an entire program/department dress in professional business attire for an event or meeting.

3.4. Attire must keep with the nature of the employee's position type, nature of duties, work location, type of contacts routinely made with co-workers, vendors, external customers, contacts, and locations visited.

3.5. Deans, Vice-Deans, and Program heads may place additional requirements regarding dress within the scope of their responsibilities but may not liberalize the requirements within this policy.

3.6. All staff and faculty are required to follow the principles of this policy, and failure to adhere to the BMC's standards of dress and appearance may constitute misconduct and shall result in formal disciplinary action.

3.7. All staff and faculty are responsible for following the standards of dress code and appearance laid down in this policy and should understand how it relates to their working environment.

3.8. Executive management and deans may approve days as "casual days" or "theme days". On such occasions, employees still expect to meet dress and appearance standards, including safety and health considerations. In such cases, "casual" dress means "business casual" and "theme" clothing and accessories may be limited to non-student or service areas.

3.9. Logos, advertisements, slogans, or other messages representing organizations other than BMC or SGH or promoting political, social, religious, or other causes are not permissible.

3.10. Departments may create written policies that require employees to wear uniforms. In such cases, employees do not have the discretion to modify such uniforms or to refuse to wear them. Refusal to wear a designated uniform is subject to progressive discipline up to and including termination of employment.



3.11. The table below sets the employee category along with the dress code for each employment category:

Employee Category	Dress-Code Type:
C-Suite level, Deans, Vice Deans, Directors, HOPs, HODs, Administrative, Academic, Student Units.	Business Professional Attire
Faculty Members/Administrative Staff	Business Casual Attire
Medical Staff	Clinical Attire (white Coat, smocks, scrubs)
Maintenance	BMC Uniform
Security Guards	
Health & Safety	
Facility & Transportation Staff	

3.12. All employees representing BMC on occasions outside the campus and during business hours (such as trade shows, ceremonies, etc.) shall always abide by the Business Professional Attire unless the occasion calls for them to comply with BMC Uniform or Clinical Attire.

General Guidelines:

3.13. Clothing must be clean, pressed, and businesslike to present a professional appearance appropriate to the employee's job and work duties and allow a visitor to identify an employee easily. Any clothing item is inappropriate for the workplace if:

3.13.1. It appears stained, soiled, wrinkled, or mismatched to other clothing.

3.13.2. It appears too tight or revealing.

3.13.3. It is too casual, unkempt, or otherwise un-businesslike for an employee in a university or a college.

3.13.4. It calls attention to itself and distracts employees from their work and responsibilities.

3.13.5. Provokes, alarms, offends, or disparages those whom employees are serving or others with whom they interact.

3.13.6. This may cause students, visitors, co-workers, or management to question the competence, confidence, professionalism, caring, or quality of BMC's employees.

3.13.7. Exposes employees, students, or others to unnecessary safety or health risks.

3.14. Footwear must be closed-toed, clean, safe, in good repair and not exceed three inches (3") in height. Sandals and flip flops are not permitted.

3.15. Jewelry, buttons, pins, and other accessories must be limited and unobtrusive. Body piercings, including tongue, eyebrow, and nose piercings must be removed while on duty.

3.16. Earrings are limited to two (2) per ear and must be located on the earlobe. Hoop style or earrings of excessive length that pose a safety risk are not permissible.

3.17. The use of strong perfumes, after-shaves, and other noticeable scents should be avoided.

3.18. Cosmetics should be appropriate to the workplace.

3.19. Hair should be clean, neatly styled, and of a "natural" hair color (i.e., not colors unnatural to human hair).

3.20. Facial hair and nails must be neatly trimmed.

3.21. Tattoos must be covered at all times.

3.22. BMC Employees expected to be well-groomed & must always present a clean, professional appearance. Everyone should wear clean clothing, free of holes, tears, or other signs of wear. Appropriate clean undergarments should be worn at all times.

3.23. Hair (including sideburns, mustaches, and beards) should be clean, combed and neatly trimmed.

3.24. Denim, jeans, or fabric that appears to be denim, is not permitted unless it is worn on a casual/theme day. On such days, the pants shall be free from holes, tears, and extensive color fades.

3.25. All clothing mentioned in this policy should not be excessively baggy or too tight nor revealing.

3.26. Employees are required to wear fit-size clothing that looks professional and is appropriate for the physical requirements of the employee’s position and movement.

3.27. Dressing shall always conform to what is acceptable by the community and Saudi Culture.

Additional Guidelines:

In addition to the General Guidelines set forth above, clinical and uniformed personnel must comply with the following:

3.28. Uniforms must be consistent within the department or unit as prescribed by the department/unit specific dress standards including the wearing of clearly identifying attire that may distinguish employees from differing units or job functions.

3.29. Artificial fingernails and fingernail jewelry are not to be worn. Natural nail tips are to be kept less than ¼ of an inch long. Chipped nail polish is not permitted.

3.30. Footwear must meet department specific safety and other prescribed standards.

3.31. For Female Staff & Faculty:

3.31.1. Avoid high heels, sparkling shoes with strong neon colors, instead low heels, and maximum to (2) inches, or flats should be worn.

3.31.2. Strong Nail polish colors are not allowed instead clear or soft natural colors are recommended.

3.31.3. Nails should always be trimmed, low to moderate length only if applying Nail Polish.

3.31.4. Light Make-up with natural colors is accepted.

3.31.5. Fragrances and accessories should be worn in moderation.

3.31.6. Females are required to dress modestly, meaning covering shoulders and knees. Sleeveless shirts or short dresses/skirts are not permitted.

3.31.7. All shirts and tops should cover the chest.

3.31.8. Females should wear head coverings and Abaya while entering and exiting the male campus and during meetings with male faculty and students.

3.31.9. Abaya shall be formal, and what is normally worn in the daytime or in workplace setting. It shall cover the shoulders to below the knees at a minimum. Dark colors are preferred, and colorful Abaya's are discouraged.

3.31.10. Eye lashes lifts and extensions should be avoided in the workplace; however, it shouldn't be very long, or unnatural color if worn. The daily use of eyelash lifts and extensions for long hours and daily is harmful to the employee.

4. BMC Employee ID:

4.1. ID badges shall always be worn in a visible place above the waist; the employee can be identified as a BMC employee.

4.2. ID badges should be kept clean (i.e.: no stickers or other appearance altering items may be placed on the ID badge).

5. Saudi Employees:

5.1. Saudi employees are encouraged to wear the Saudi traditional clothes whenever it doesn't violate any departmental dress code, uniform, or safety concerns.

5.2. Saudi traditional wear must be worn in a formal manner (i.e. fully buttoned and uncuffed sleeves, white or dark colors "thobe", white or red "Shomakh/Gotrah")

6. Dress-Code Violations:

6.1. Employees are responsible for ensuring that their dress and grooming complies with BMC and departmental policies.

6.2. All members of the BMC Management Team are responsible for ensuring that the dress and grooming of all staff comply with BMC and departmental policies, as well as safety and health considerations, and shall take enforcement action as appropriate. However, it is the responsibility of the Heads and supervisors to enforce the policy and refer questions and violations to HR.

6.3. Employees who report to work improperly dressed or groomed are sent home to change or groom. The staff member clocks out and clocks back in upon their return to work. The first instance of being sent home due to improper dress or grooming is considered a verbal warning.

6.4. Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.

6.5. The HRM and upper-level management address referred issues and make final determinations.



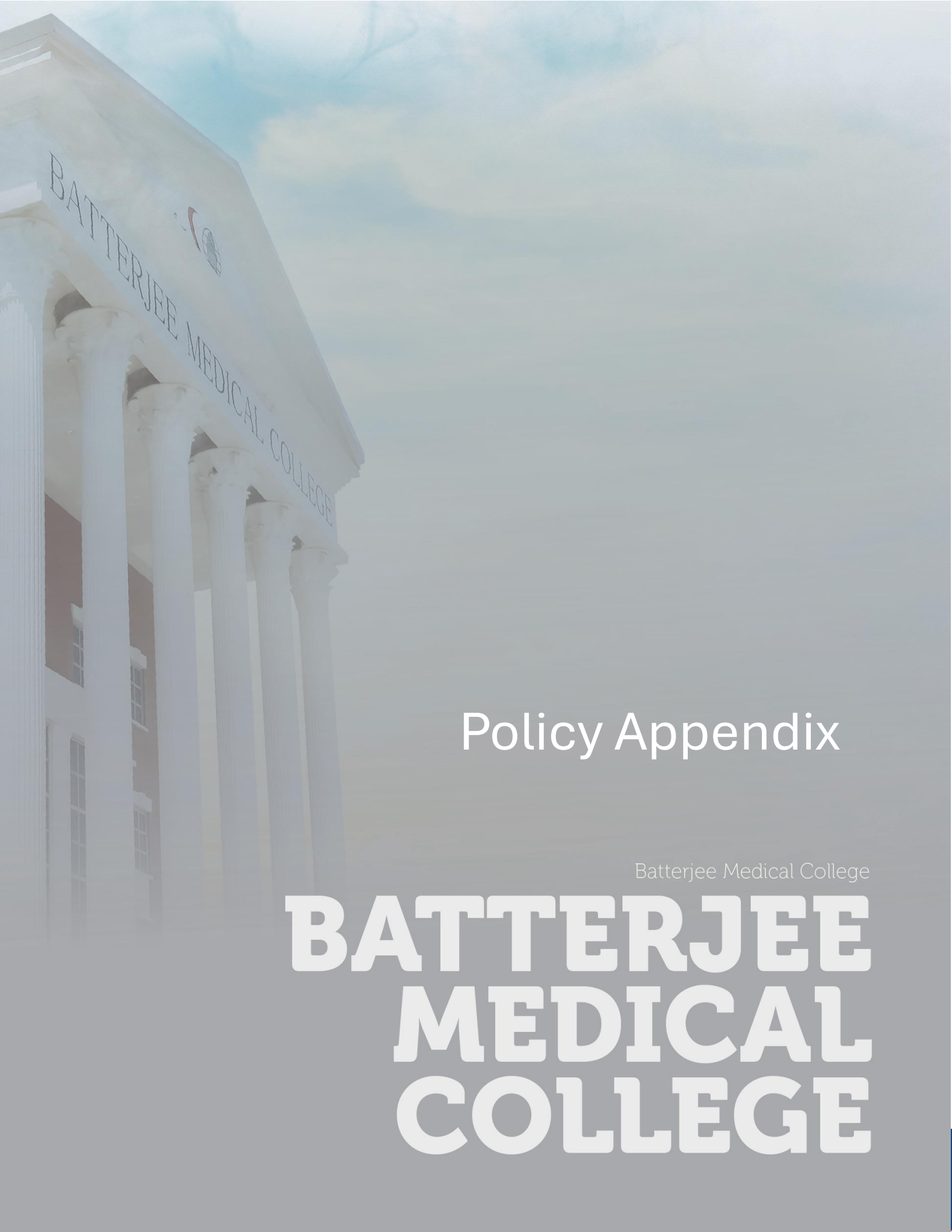
The Following Table Presents the Prohibited/ Inappropriate Dress-Code in the Workplace:

Wear Type	Clarification of Prohibited /Inappropriate Wear at BMC
Tops	• Excessively baggy or tight clothing • Sleeping Clothes (Pajamas/ Sleep thoub) • Wrinkled, Cropped or midriff tops, tank tops, T-shirts and sweatshirts. • Tattered/faded jeans. • Any Clothing with a printed logo other than BMC logo. (Except, Contracted/ Outsourced Staff). • Clothing with offensive or inappropriate designs or stamps • Sleeveless tops (shirts/ T-shirts/ Blouses) • Clothing with rips, tears or frayed edges. • Tank tops, T-shirts, and thin or "spaghetti-style" straps on tops are not appropriate. • low-cut necklines tops
Pants	• Casual Pants, jeans, slacks, skirts, shorts, sweatpants, sports pants, spandex, leggings, bike style pants, wind suits.
Shoes/Heels	• Beach thong style sandals, athletic sandals, slippers, open toe shoes, high heels above 2 inches. • Shiny/ strong/ neon footwear colors.
Accessories	• large and long earrings/ necklaces/ bracelet. • Accessory with a printed logo other than BMC logo.
Body	• Visible body piercing (Face, tongue, lips. And nasal piercing) • Tattoos and body art.
Hair	• Unnatural hair colors • Untrimmed sideburns, mustaches, and beards. • Untied/uncombed Hair.
Makeup	• Strong makeup Colors.
Fragrances	• Strong cologne or perfumes.

End of Policy.

Policy Reference				
Policy Code: ADM-HR-001	**Effect Date**	01/01/2024	**Review Date**	01/01/2027

Policy Approvals			
Name	**Job Title**	**Signature**	**Date**
Mrs. Nada A. Alghamdi	HR Manager		10/03/2024
Mr. Ghaze I. Al-Nasairi	COO		2024-10-07
Dr. Osama A Kensara	CAEO		10/08/2024



Policy Appendix

Batterjee Medical College

BATTERJEE MEDICAL COLLEGE

Dress Code Policy Procedure		
Procedure	Timeline	Responsibility
1. Communicate the Policy (Reinforcement): 1.1 <u>Current Employees:</u> The Personnel Supervisor shall send a request to the Marketing Dept. To announce the policy annually (1st month of every academic year) to enforce and refresh the dress code policy to employees.	Yearly/ Start of the Academic Year	Personnel Supervisor Marketing Dept.
1.2 <u>Newly Hired Employees:</u> The Personnel officer should provide the dress code consent to new hires and maintain his/her signature throughout the hiring process.		Personnel Officer
2. Maintaining Policy Implementation: 2.1 Each HOP/HOD /supervisor should ensure that all employees under his/her direct supervision are aligned and following the Dress code policy.	3 working days	HOP/HOD
2.2 If Direct Manager observed that an employee is not following the dress code policy, he/she must report it directly to Human Resources Department by official correspondence (BMC HR email) Stating employees' information and incident.		HOP/HOD Personnel Supervisor
2.3 Investigate the request initiated by the Direct Manager and inform the employee to visit HR Dept.		
2.4 Record employee feedback on why he/she is not following the dress code and investigate the incident.		Personnel supervisor
2.5 After collecting employee feedback, the personnel supervisor shall study the investigation results & communicate it with HRM. According to end results, eligibility of appropriate penalty will be determined as stated in BMC approved penalty & violation table.		Personnel supervisor HRM
2.6 Prepare & issue the approved violation form containing warning number/ Violation type, description, action against violation, violation repetition consequences, along with other supporting documents.		Personnel Officer
2.7 Maintain employees' signature on violation form, stating penalty type and information.		Personnel supervisor
2.8 Sends the signed violation to employees' official BMC email.		Personnel Officer
2.9 Record the penalty on employees' hard and ERP System soft copy files.		Personnel Coordinator
2.10 If warning letter contains a monetary penalty, then Personnel officer must provide a copy to payroll specialist to record it under employee account as penalty deduction.		Personnel Officer Payroll Specialist
*End of Procedure		

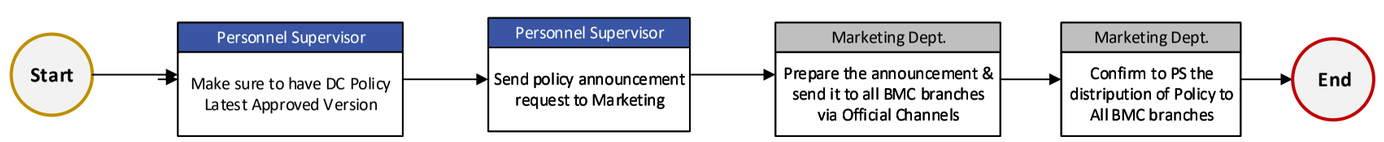
BATTERJEE MEDICAL COLLEGE

Batterjee Medical College

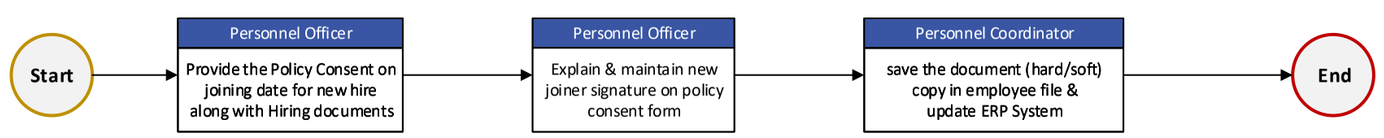
Dress Code Policy Workflow

Date: 7/8/2024

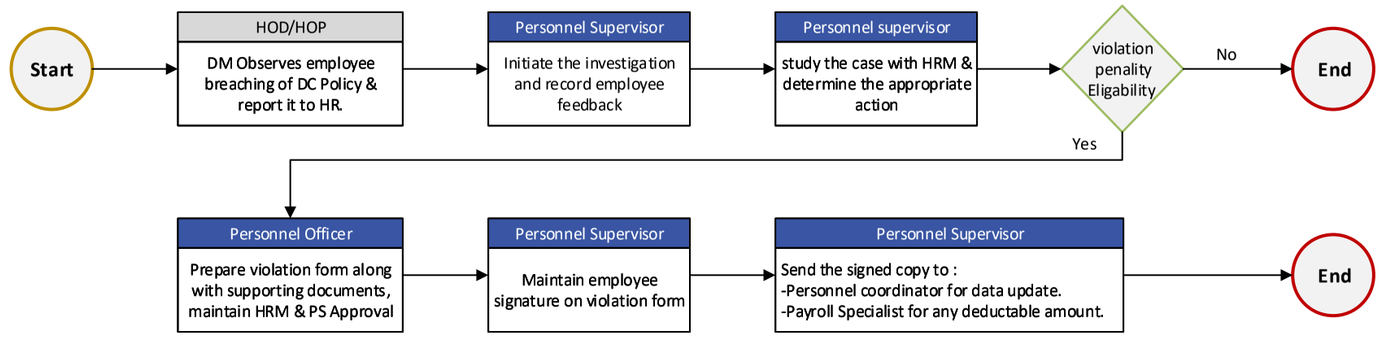
Policy Reinforcment for Existing Staff Workflow :



Communicating the Policy to Newly Hired Staff Workflow :



Breaching of Dresscode policy Workflow :



- HOP/HOD: Head of Department/ Program
- DM: Direct Manager
- HRM: Human Resources Manager
- PO : Personnel Officer
- DC Policy: Dress Code Policy
- PS: Personnel Supervisor
- Hiring Documents: documents that is needed to complete the hiring process (contract - policies- confidentiality) and other required documents needed for a successfull hiring .

Prepared By: Human Resources Department

Dress Code Policy Consent	نموذج إقرار بسياسة الزي الرسمي
I hereby acknowledge that I have read and understand the BMC Dress Code Policy. & I pledge to abide by and implement what is stated therein. In the event of violating the policy, this will expose me to investigation & penalties stated in the work organization regulations directory.	أقر بأنني قرأت وأطلعت على سياسة الزي الرسمي الخاص بكلية البترجي الطبية، وأتعهد بالإلتزام وتطبيق ماورد فيها. وفي حال مخالفة السياسة، فإن ذلك سيعرضني للمسائلة وتطبيق الجزاءات المنصوص عليها في لائحة تنظيم العمل..
Employee Name:	اسم الموظف :
Signature:	التوقيع :
Date:	التاريخ :

Prepared by: Human Resources Dept.

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Audit Trail

DigiSigner Document ID: d6bceb8a-4c7d-458b-9a68-af37dc1ac0df

Signer

Signature

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Event	User	Time	IP Address
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