

Policy & Procedure Manual

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**PERSONAL HYGIENE AND GROOMING – HR-III-13**

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**POLICY:**

Employees' personal hygiene, cleanliness and good grooming are particularly important in order to maintain a clean, healthy work environment and provide role models for people supported. Employees are expected to maintain the highest possible standards of cleanliness and hygiene.

Frequent hand washing and good grooming are essential to prevent cross infection and safeguard for people supported and one's own health.

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Community Services (all)

**ORIGINAL POLICY DATE:** April 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

A handwritten signature in black ink, appearing to be 'C. D. ...', is written over a horizontal line.