

## Volunteer Services

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## Dress Code

**Volunteers represent the entire UCLA Health System, and are often the first impression a patient has of our hospital. Therefore, we ask that you adhere to the following uniform guidelines. Please ask the Volunteer Services staff if you have any questions.**

Uniforms must be washed regularly and be neat and clean. Please keep your uniform pressed and in good condition. Volunteers not wearing proper attire may be asked to leave their shift.

### I. Uniform

Official volunteer jacket, buttoned up with a white collared shirt underneath. Light khaki (not olive or brown) pants with no holes or tears. **NO JEANS OR SHORTS ALLOWED AT ANY TIME IN ANY AREA.**

\*Scrubs or lab coats are acceptable if required in your area- Check with your supervisor.

### II. Jewelry

Small sized jewelry is acceptable. Large or ornate jewelry is not appropriate. Volunteer may wear no more than two earrings in each ear. Nose or other facial jewelry is not acceptable.

### III. Personal Hygiene

Clean hair, nails and clothing are basic and very important in the health care setting. All volunteers should employ appropriate use of cosmetics and deodorant and avoid excessive use of perfume, cologne and after-shave lotion.

### IV. Hair

Hair will be neat, clean and trimmed. Long hair will be tied back, or a head covering will be worn in clinical areas. Facial hair must be neat, clean and trimmed.

### V. Nails

Artificial nails or extenders are not to be worn in patient care areas. "Natural" nails are to be kept clean and neatly trimmed to 1/4 inch long. Polish is to be in good repair with no nail "jewelry". Nail length is not to interfere with the job or pose a hazard to the patient or another employee.

### VI. Clothing

Clothing must be clean, well-fitting and wrinkle-free. Under garments must be worn at all times. **Unacceptable clothing includes;** tight fitting garments, shorts, skirts more than 2" above the knee, sweat pants, Capri pants, leggings, sheer or crochet type fabrics, caps and backless, shoulderless, spaghetti strap, halter, or tube tops. **Unacceptable pants include;** too tight or loose fitting, below the waist and touching the floor.

### VII. ID Badges

Badges issued by Volunteer Services and the Security Department must be worn at all times displayed above the waist, picture facing forward. It must be clearly visible and without marking, defacement or pins.

### VIII. Footwear

Closed-toed, soft-soled tennis shoes (preferably white). No backless shoes. Stockings or socks must be worn at all times. Shoes must be tied. Thongs, beach shoes, deck shoes, high heels and slippers are unacceptable