

Volunteers and UCLA SRP Students represent the entire UCLA Health System and David Geffen School of Medicine. They are often the first impression a patient or study participant receives from our facilities in UCLA Westwood and Santa Monica campuses. Therefore, we ask that you adhere to the following uniform guidelines.

Please ask the Volunteer Office staff if you have any questions (310-267-8180).

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

- **Common Volunteer/UCLA SRP Student Uniforms:** Please ASK what your specific uniform is with your inviting Department faculty/staff before purchasing ANYTHING.
 - **General UCLA Health Volunteer Services 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 CLINICAL AREAS.**
 - **Business Casual/Attire:** Dress shirts must be appropriate (no sleeve-less), slacks or skirts must not be shorter than 2” above the knee, and shoes must be appropriate for the stationed area (no sandals). Under garments must be worn at all times.
 - **Casual Attire:** Clothing must be clean, well-fitting and wrinkle-free. Please see list of UNACCEPTABLE clothing. Under garments must be worn at all times.
 - **Lab coats** are ONLY acceptable if you are stationed in a wet-lab (non-clinical area)– check with your inviting supervisor.

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

- **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.

- **Hair & Hair Color:** 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. Extreme, unnatural hair color is not permitted.

- **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 ¼ inch long. Polish is to be in good repair with no nail “jewelry.” Nail length is not to interfere with your services or pose a hazard to the patient or another employee.

- **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, shoulder-less, spaghetti strap, halter or tube tops, clothing that are too tight or loose fitting, pants that are below the waist, inappropriate images/language, with stains or visible dirt, with holes or ripped areas, and/or touching the floor.

- **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.

- **Footwear:** Closed-toed, soft-soled tennis shoes (must be white or light-colored only). 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.