

CLIFTON SPRINGS HOSPITAL & CLINIC
CLIFTON SPRINGS, NEW YORK

12/12

Volunteer Dress Code

Dress code requirements may vary from department to department because of job responsibilities. Department Managers are responsible to advise volunteers of specific requirements pertinent to their department.

The following are basic guidelines that all volunteers must follow:

Volunteers throughout the Hospital facility:

1. It is a requirement of the Hospital that volunteers will wear their picture identification badge that is provided to them. All volunteers while on duty should wear the badge visibly. Clifton Springs Hospital and Volunteer pins may be worn. However, you cannot punch the pins in to your badge as it will deactivate the chip inside. If you have misplaced your badge you may request a new one from Human Resources.
2. Appropriate attire with respect to professionalism, modesty and cleanliness is expected of all volunteers.
3. Volunteers must wear appropriate and non-revealing outer and under clothing.
4. Clothing that reveals the back, midriff, cleavage and is form fitting is not acceptable. Legging type bottoms must be worn with a long tunic length shirt, sweater or blazer that covers the mid-thigh.
5. Footwear: Shoes/sneakers should be clean, polished, secured and safe. Sandals are permitted, dependent upon the department manager's approval.
6. Skirt length will be no more than 2" above the knee, however, may be longer.
7. Tank/spaghetti strap tops, denim, sweatpants, sweatshirts and shorts of any kind are not acceptable (unless specifically approved by a department manager, i.e. grounds or maintenance).
8. Volunteers working at the Information Desks and as Greeters are ambassadors of the organization and are expected to dress in "business attire." Women are asked to wear a dress, skirt, capris or slacks with a coordinating top and a pink smock. Men are asked to wear slacks and a dress shirt. A necktie and sport coat are recommended, but they are optional. Temperature may influence whether individuals are expected to wear smocks or sport coats.

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9. Volunteers in those departments requiring uniforms must adhere to their departmental uniform policy.
10. Body, facial or other visible piercings should not be worn while on duty (this excludes ear piercing).
11. Perfume, cologne, body spray, etc should not be used in excess.

Volunteers who work in Patient Care areas:

1. Hair should be confined and off the shoulder.
2. Jewelry: All jewelry should be appropriate for wearing with business dress or a uniform and not offensive to patients, residents or staff members.
3. Chipped nail polish may harbor pathogenic organisms and cause nosocomial infections and therefore is unacceptable.