

 <p>Policies and Procedures</p>	Category: HUMAN RESOURCES	Policy No.: HR 1.2
	Issued by: BOARD OF DIRECTORS	Revised: 2014
Subject: VOLUNTEER DRESS CODE Uniforms, Personal Appearance	Approved by: <p style="text-align: center;"><i>Beverly Novak-Page</i></p> <hr style="width: 20%; margin: auto;"/> President of the Board	Effective Date: 1.1.2011
		Supersedes Policy: None
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PURPOSE

- To represent the Kona Community Hospital (KCH) in a professional manner when in the presence of patients and staff
- To be readily identifiable to patients and staff as a volunteer

POLICY

- The Hospital Auxiliary will provide uniforms (salmon-colored jacket, apron or vest) free of charge along with a Hospital Auxiliary patch.
- Volunteers will be responsible for sewing the patch on the right upper chest area of the uniform.
- Volunteers will be identified by their uniforms and name tags as part of the hospital team.
- Volunteers will dress appropriately and adhere to the hospital dress code by avoiding the use of perfumes when in the patient care areas, wearing garments that are neat and clean, etc. (see KCH Administration Dress Code policy).
- Volunteers have the responsibility to launder their own uniforms.
- Volunteers must return the uniform to the Volunteer Office at termination of services.
- Volunteers must return their hospital badge to Human Resources at termination of services.

PROCEDURES:

- Attire: Wear a volunteer jacket, apron, or vest over clean, comfortable clothing appropriate to a professional setting. Blue jeans are prohibited.
Volunteers working in patient care areas must wear closed-toed, quiet shoes. Low-heeled, comfortable shoes are strongly recommended. Tennis shoes, if clean are acceptable.
- Hair must be neat and simply styled. If long, wear it tied back when working in the patient care areas.
- Your I.D. badge must be worn at all times on the left side of your jacket.
- Perfume or cologne are not permitted. **Kona Hospital is a scent free campus.**
- Jewelry must be kept simple and at a minimum.