

# Volunteer Dress Code

As we wish to make a favorable impression with our customers and members of the public, we must maintain the highest standards of a professional, customer-friendly appearance at all times.

As not all casual clothing is suitable for a professional environment, these guidelines will help you determine what is appropriate for volunteering.

## **Footwear and Shoes**

Footwear must be appropriate to your volunteer assignment and should always be reasonably clean and in good repair. For safety's sake, closed toe and closed heel, non-skid shoes are required, regardless of the weather.

## **Clothing**

Volunteer shirts should be worn while volunteering for identification purposes. While we recommend wearing full length pants while volunteering, volunteers are also welcome to wear shorts as weather permits. Shorts must be at least mid- thigh length.

Any clothing that has words, terms, or pictures that may be offensive to others is not permitted. Clothing should not cause distracting or disruptive attention or reaction from others. Please also know as part of our dress code, midriff or crop shirts should not be worn. Clothing must cover appropriate areas when standing, sitting, reaching or bending over, including the stomach/abdomen and upper thigh.

Volunteers who arrive to volunteer wearing items outside of the dress code will not be permitted to volunteer and will be asked to change their clothing or miss their volunteer shift that day.

## **Fragrance and Jewelry**

As some people and animals are allergic or uncomfortable around the chemicals in fragrances and cologne, please refrain from wearing these products. For safety's sake, we recommend those who handle animals refrain from wearing dangling earrings, long necklaces and anything else that may get tangled around yourself or an animal.

## **Personal Technology**

Cell phones, MP3 players, and similar should remain put away while volunteering. If you do need to access these, please do so in an area away from the public and while you are not actively volunteering. Phone calls (even when using hands free ear buds) cannot be taken while volunteering, including when dog walking.

## **Name Badges**

Volunteers must wear a name badge each time they volunteer. For Paw 1 volunteers who are new to HSHV, badges can be found next to the VIC sign in computer at both HSHV and Tiny Lions. For those who have reached the Paw 2 milestone and Junior Volunteers, name tags will be given to each volunteer with their picture and can be stored onsite near the VIC computer or kept by the volunteer. If you forget your nametag, please use one of the Paw 1 dry erase name tags. For lost name tags, notify the volunteer department by emailing [volunteers@hshv.org](mailto:volunteers@hshv.org) to have a new one created.