

	<p>Program Policy and Procedure Manual</p>	<p>Section Volunteers</p>
<p>Policy IX. 6</p>	<p>Volunteer Dress Code</p>	<p>Created: 11/19/15</p>

Policy: Volunteers are expected to act and dress professionally when volunteering and acting on behalf of the Victim Service Center.

Purpose: Volunteers shall be advocates of the agency in the community and should be dressed to further elevate the VSC name and brand in the community.

Procedure:

- 1) Volunteers are expected to dress in a manner that promotes professionalism and project a positive image of the organization and the services provided.
- 2) During the volunteer orientation, the Volunteer Coordinator will discuss appropriate dress code to ensure all volunteers understand suitable attire.
- 3) When volunteering with VSC during normal business hours, volunteers will be required to dress professionally, unless otherwise specified i.e. casual Friday's.
- 4) Volunteers assisting with tabling and special events will be provided with the attire guidelines prior to the event.
- 5) If a volunteer reports to their assignment in clothing deemed inappropriate, the volunteer will be asked to change into more suitable attire. Inappropriate attire includes:
 - Spandex pants or tops
 - Midriff tops or any clothing that exposes the torso or cleavage
 - Shorts of any length
 - Hooded shirts
 - Sneakers
 - Dresses or skirts that end above mid-thigh
 - Tube-tops, T-shirts
 - Sleeveless Shirts
 - Exercise clothing
 - Ripped jeans/clothing
 - Exposed bras or underwear
 - Slippers or flip-flops
- 6) Each volunteer will be provided with a Volunteer T-Shirt which VSC staff may request for certain events.
- 7) Any concerns with volunteer dress will be promptly addressed by the Volunteer Coordinator and noted in the Volunteer File.