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DRESS CODE, UNIFORMS AND PROTECTIVE CLOTHING POLICY

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1. DEFINITIONS

- ***Business Casual*** can be defined as a middle ground between business formal wear and casual wear. It entails neat yet informal attire and is generally more casual that informal business attire but more formal than casual or smart casual attire.
- ***Corporate Image*** the way in which a company is seen and understood by people in general.
- ***Dress Code*** A set of rules about what clothing may or may not be worn in the specific organisation.
- ***Professional Image*** impression projected by a person engaged in a professional, consisting of outward appearance and conduct exhibited on the workplace.

2. LEGISLATIVE FRAMEWORK

This policy is established within the framework of the following legislation and regulations:

- Labour Relations Act 66 of 1995 as amended
- Occupation Health and Safety Act 85 of 1993
- Collective agreements

3. OBJECTIVES

3.1. To set the standards to guide employees as to what is deemed appropriate to wear to work.

3.2. To ensure that the employees that are not provided with uniform or protective clothing, dress suitably and professionally.

4. APPLICABILITY

The policy shall apply to all municipal employees including municipality managers and managers directly accountable to municipality managers in terms of section 56 of the Local Government: Municipal Systems Act 2000 (Act of 2000 as amended).

5. POLICY PROVISIONS

5.1. Employees need to project a professional, client orientated appearance that promotes and reflects the municipality image and values.

5.2. Clothing must be clean, neat and tidy, in good repair and should fit correctly i.e. clothing is not oversized or undersized.

5.3. Where officials are required to attend high level meetings such as council or mayoral committee meetings, to represent the municipality in court or engage clients in high level meetings and proceedings, they are required to be formally dressed.

5.4. Clothing that reveals too much bare skin of the chest area, back, stomach and underwear/clothing that is see-through, or an observable lack of underwear, is not appropriate.

5.5. Any clothing that has words, slogans, terms, or pictures that constitutes hate-speech, infringes the right and dignity of others or is deliberately provocative is unacceptable.

5.6. While body art is not discouraged, employees must be sensitive that visible and body piercing such as nose and tongue studs may offend some municipality customers and colleagues.

5.7. Any articles of clothing or jewellery that may be present a health ad safety hazard for employees are unacceptable.

6. CLIENT CONTACT STAFF

6.1. Employees with external client contact or front line across the counter contact with the public should wear business-casual attire as should those who can be seen by clients in the course of everyday business.

6.2. Clothing that is encouraged include trousers like chinos and makes of cotton or synthetic material pants, jeans that are neat without faded appearance, collared shirts, dresses and skirts of a moderate length conservative athletic, walking shoes, loafers, boots, flats, dress, heels and leather deck types.

7. ADMINISTRATIVE AND SUPPORT EMPLOYEES

7.1. Employees who do not deal with internal client or have no across the counter contact with the public may wear casual clothing to work, provided it is clean, neat and tidy and it is not offensive to fellow employees or public.

7.2. While a casual dress code is acceptable for this category of staff, it does not mean that employees should be sloppy. Clothing that works well for the beach, exercise sessions, sport, or night clubs is not appropriate for the workplace.

8. UNIFORMS AND PROTECTIVE CLOTHING

8.1. Employees who have to wear protective clothing must ensure that the clothing is kept in good condition and replaced when it is worn.

8.2. Where a uniform is supplied, the employee will be expected to wear it during working hours. The uniform must be kept in good condition and replaced when worn.

8.3. Protective clothing worn must be of an acceptable quality and standards suitable for the work environment.

8.4. Issuing of uniform and protective clothing

8.4.1 The line manager is responsible for issuing uniforms and protective clothing.

8.4.2 Employees will be issued uniforms and protective clothing, bi-annually.

8.5. Replacement of uniform and protective clothing

8.5.1. An employee may claim for the replacement of his/ her uniform or protective clothing, which is damaged in the execution of duties or which is lost during the execution of duties.

8.5.2. Each replacement claim must include:

a) A report from the line manager/ supervisor confirming the incident which led to the damage or loss of uniform and protective clothing.

9. FORMAL HIGH-LEVEL MEETINGS

9.1. All officials who are representing the municipality must dress appropriately to portray a professional and corporate image in official meetings of the municipality.

9.2. In the other high-level meeting where officials are representing the municipality in places such as the court or engaging clients in high-level corporate meetings of proceeding the standard of dressing must be appropriate for the occasion, informed by the dress code of the institutions or clients organizations concerned.

10. ROLES AND RESPONSIBILITIES

The Municipal Manager or his /her nominee accept overall responsibility for implementation and monitoring of the policy.

11. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum shall be incorporated in the policy.