

NGQUSHWA LOCAL MUNICIPALITY



DRESS CODE POLICY

2016/2017

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1. PURPOSE OF THE POLICY

- The employees and employer of the Ngqushwa Municipality are a manifestation of the image and the integrity of the employer at all times. It is also one of the fundamental principles that employees should conduct themselves in a professional and in an ethical manner.
- This Policy is meant to guide the employees and the employer as to how they should be presentable in the most professional manner to those we are rendering our services to.
- To establish an environment where employees reflect an image that is commensurate with the Ngqushwa Municipality's stature on national and international level, without unreasonably infringing or putting restrictions on freedom of expression, religion and cultural diversity.

2. DEFINITIONS

"Accessories" means additional items that compliment clothing. This may include jewellery, scarves, headdresses etc.

"Employee(s)" means an employee as defined as per the Labour Relations Act 66 of 1995 as amended

"Line Manager" means an employee who has employee/s reporting to him/her and who manages this/these employee/s

"Revealing clothing" means clothing that exceed acceptable standards on modesty

"Sun dresses" means dresses suitable for beach wear and is normally worn over a bathing costume

"Underwear that is showing" refers to lacy dresses through which underclothes can be observed

3. LEGISLATIVE FRAMEWORK

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

4. SCOPE OF APPLICATION

4.1 This policy is applicable to all employees appointed on the establishment of the Ngqushwa Municipality.

4.2 This policy binds:-

4.2.1 the employer

- 4.2.2 the employees of the employer who are members of the trade union parties to this policy; and
- 4.2.3 the employees of the employer who are not members of any trade union party to this policy

5. OBJECTIVES OF THIS POLICY

- To ensure that uniforms and protective clothing shall be issued in terms of Municipal policy and the schedule of issuing clothing shall be approved by the Management and amended from time to time;
- Ensure that the Ngqushwa Municipal employees that are not provided with uniform and or protective clothing will dress suitably and professionally for the environment in which they are executing their daily tasks;
- To ensure that the principles of good ethics within the workplace are implemented.

6. GUIDELINES FOR DRESS CODE

6.1 Corporate Attire

- 6.1.1 Staff that are in contact with the general public as part of their normal duties are expected to wear attire that is not regarded as leisurewear or sport wear.
- 6.1.2 Staff and Councillors attending meetings of the Council or any of its committees and/ or attending meetings anywhere on behalf of the Council are expected to dress strictly in a formal attire or traditional attire.

6.2 Females

- 6.2.1 Blouses, tailored pants, dresses and skirt at least at knee length, jackets, jerseys, coats, suits, three quarter pants.
- 6.2.2 Hairstyles, jewellery, accessories, nail polish and make up should be stylish, well cared for and neat.
- 6.2.3 Shoes should be neat, clean and compliment the Clothing

6.3 Males

- 6.3.1 Collared shirts with long or short sleeves, a tie, tailored trousers, jackets, blazers, jerseys, coats and suits
- 6.3.2 The wearing of ties is not compulsory, though preferred
- 6.3.3 Hairstyles, accessories and jeweler should be stylish, well cared for and neat
- 6.3.4 Shoes should be neat, clean and compliment the clothing

6.4 Protective clothing

- 6.4.1 Employees who have to wear protective clothing will be exempted from the above. This clothing must be kept in good condition and replaced when worn.
- 6.4.2 Where a uniform is supplied, the employee will be expected to wear it during working hours. This clothing must be kept in good condition and replaced when worn.
- 6.4.3 Traditional clothing is acceptable as far as it does not contravene The requirements on loose clothing as stipulated in the Occupational Health and Safety Act .

6.5 Internal/External courses/Workshops/Conferences/Seminars/ Executive Committee and Council Meetings

- 6.5.1 When attending internal or external courses, workshops, Conferences and seminars, employees are expected to dress according to the corporate wear description in paragraph 6.1.1 above, unless otherwise required by the relevant course presenter
- 6.5.2 When attending Executive Committee and Council Meetings employees are expected to dress according to the above corporate wear described in paragraph 5.1.1 above.

6.6 Business lunches/cocktails/dinners

- 6.6.1 Corporate wear is required for business lunch/cocktail/ dinner; and
- 6.6.2 If so indicated, a black tie dinner will require the appropriate clothing for males and females

6.7 Casual days

- 6.7.1 Modesty and good taste must be considered when choosing casual clothing for special and identified casual days
- 6.7.2 Employees should consider the business interactions expected on the relevant day, thus dressing appropriately, and
- 6.7.3 Fridays should be casual day, therefore jeans, takkies and golf shirts may be worn.

6.8 Name Tags

- 6.8.1 The wearing of name tags will be compulsory for all staff

6.9 Sports Day

6.9.1 Ngqushwa Municipality' gold shirt may be worn on special and identified sports day

6.9.2 Ngqushwa Municipality's sportswear for specific sport should be worn in instances where there are official sportswear and

6.9.3 Employees who are present as spectators at the sports events may wear casual clothing

6.10 The following clothing is regarded as inappropriate:-

- Any clothing that have words, slogan, terms or pictures that constitute hate speech, infringe the rights and dignity of others, or is deliberately provocative is unacceptable
- Jeans, except on officially designated casual days
- Revealing clothing
- Strapless tops
- Body stockings
- Tops or dresses with bare backs
- Blouses or dresses showing cleavage or mid-riff
- Sun dresses
- T-shirts, except for casual and sports day
- Off-the-shoulder sweaters
- Beach wear
- Shorts
- Bermuda's
- Jogging shorts except for sports day
- Track suits
- Gym wear
- Underwear that is showing
- Tekkies, including running shoes, except on sports day
- Beach sandals e.g. thongs, slip slops, etc
- Torn and dirty shoes and torn accessories
- Body studs except earrings and visible tattoos
- Makarabas, caps and hats except for casual and sports day

7. ROLES AND RESPONSIBILITIES

7.1 Employees should ensure that they dress in accordance with the Ngqushwa Municipality's Dress Code

7.2 Line Managers should ensure that employees adhere to Dress Code

7.3 In those instances where employees do not adhere to the Dress Code, the departmental disciplinary procedure will be followed

8. TECHNICAL AND COMMUNITY SERVICES STAFF

Employees working on sites and landfilled sites are generally required to wear utility clothing as listed in the Municipality's uniform and Protective Clothing Policy. Where employees are required to site visits or where work requires more functional clothing, hard wearing, rugged attire is acceptable e.g. overall, bibs, dust covers, safety boots, reflectors and freezer jackets.

9. MONITORING, EVALUATION AND REPORTING

A report detailing the progress with the implementation of Policy on Dress Code with specific reference to achievement of this policy has to be compiled every year by the person with the responsibility for implementation and monitoring. The policy must be made available to all consulting parties for perusal and comment and must be circulated to all staff members by means of circulars, notices and notice boards.

10. COMMUNICATION

Circulars, messages, workshops and notices on notice boards will be utilized in order to inform all employees of the availability of the policy. Copies of the policy will also be distributed to the parties that took part in the consultation process.

11. REVIEWAL OF THE POLICY

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy on annual basis. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval.

12. PENALTIES

Noncompliance of any of the stipulations contained in the Policy will be viewed as misconduct and will be dealt with in terms of the municipality's Disciplinary Code.

13. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

This policy is adopted and approved by the full Ngqushwa Local Municipality Council for implementation

Effective from (Date)_____

Approved by Resolution Number _____ on this the ____ day of ____ 20_____

Signed this the _____ day of _____ 20_____.

MUNICIPAL MANAGER

DATE

MAYOR

DATE

SAMWU REP

DATE

IMATU REP

DATE