



DRESS CODE POLICY 2021/22

Summary

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| Publication Date | |
| Review Date | September 2021 |
| Related Legislation/Applicable Section of Legislation | <ul style="list-style-type: none"> • Labour Relations Act 66 of 1995 as amended • Collective agreements; • Occupational Health and Safety Act 85 of 1993 |
| Related Policies, Procedures, Guidelines, Standards, Frameworks | |
| Replaces/ Repeals (whichever is relevant, if any) | |
| Policy Officer (Name/Position) | MW MXEKEZO |
| Policy Officer (Phone) | 040-6733095 |
| Policy Sponsor (Name/Position) | |
| Department Responsible | Corporate Services |
| Unit responsible | Human Resources |
| Applies to | All Municipal Employees |
| Key Words | Dress Code Policy |
| Status | Reviewal |
| Council approval date | |
| Version | 1 |

REVISION RECORD

| Date | Version | Revision Description |
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1. TITLE

Dress Code Policy

2. PURPOSE

- 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.
- To ensure that Ngqushwa Municipality employees wear appropriate clothing in the work place.

3. SCOPE

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

This policy binds:-

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

4. PROCEDURE DETAIL

GUIDELINES FOR DRESS CODE

4.1 Corporate Attire

Clothing should project a professional image. The following are deemed appropriate:-

4.1.1 Females

- Blouses, skirts, tailored pants, dresses, jackets, jerseys, coats and suits
- Hairstyles, jewellery, accessories, nail polish and make up should be stylish, well cared for and neat
- Shoes should be neat, clean and compliment the Clothing

4.1.2 Males

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

4.2 Protective clothing

- 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.
- 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.
- 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.

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

- When attending internal/external courses/workshops/Conferences/seminars, employees are expected to dress according to the corporate wear description in paragraph 4.1 above, unless otherwise required by the relevant course presenter
- When attending Executive Committee and Council Meetings employees are expected to dress according to the above corporate wear described in paragraph 4.1 above.

4.4 Business lunches/cocktails/dinners

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

4.5 Casual days

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

4.6 Name Tags

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

4.7 Sports Day

- Ngqushwa Municipality' gold shirt may be worn on special and identified sports day
- Ngqushwa Municipality's sportswear for specific sport should be worn in instances where there are official sportswear and

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

4.8 The following clothing is regarded as inappropriate:-

- 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 midriff
- 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
- Clothing with slogans except Ngqushwa Municipality slogan
- Tekkies, including running shoes, except on sports day
- Beach sandals e.g. thongs, slip slops, etc
- Torn and dirty shoes
- Torn accessories and
- Body studs except earrings
- Caps and hats except for casual and sports day

4.9 COMMUNICATION

Circulars, messages 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

4.10 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.

5. ROLES AND RESPONSIBILITIES

| Role | Authority |
|-------------|------------------|
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|--|-----------------------------|
| <ul style="list-style-type: none"> • Create, evaluate, review and adopt the Dress Code Policy | Council |
| <ul style="list-style-type: none"> • Implement and enforce this policy • Establish and control the administration necessary to fulfil this policy, and report efficiently and regularly to the Committee in this regard. | Municipal Manager |
| <ul style="list-style-type: none"> • Ensure that there is compliance with the Dress Code Policy | Director Corporate Services |
| <ul style="list-style-type: none"> • Ensure that employees adhere to Dress Code • In those instances where employees do not adhere to the Dress Code, the departmental disciplinary procedure will be followed | Line Manager |
| <ul style="list-style-type: none"> • Ensure that they dress in accordance with the Ngqushwa Municipality's Dress Code | Employees |

6. MONITORING, EVALUATION AND REVIEW

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.

7. DEFINITIONS AND ABBREVIATIONS

| Term | Meaning |
|---------------------------|---|
| Accessories | Means additional items that compliment clothing. This may include jewellery, scarves, headaddresses 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 |

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|----------------------------------|---|
| 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 |

8. SUPPORTING DOCUMENTS

None

9. REFERENCES

None

10. APPENDIX

None

11. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

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


MUNICIPAL MANAGER


MAYOR


DATE

30/08/2022
DATE